

Notice of Move In – Important Information

Dear Resident:

Your move in day is approaching and we need to be sure that you are aware of everything that will be happening on that day!

Move-in day can be hectic so we want to try and take away as much stress as possible. We offer Fast Pass move-in options for your convenience. In order to qualify for this option, **you must have a completed file which includes completing your PetScreening profile and vehicle registration, confirm your utilities set up with Simple Bills, and must make sure that your initial monthly installment and any other charges are paid at least 2 weeks prior to move-in.** Should you not qualify for a fast pass, you will likely have to wait in line to complete the check-in process to receive keys.

- For details about the move-in schedule, please refer to the [Move-In Procedures](#). We also encourage you to review the [Move-In Map](#) for details about where to go/park, etc.
- Completed files include the following as applicable:
 - Proof of utilities (power/water) being placed into resident name, if applicable. Please refer to the [Utility Info Document](#) for specifics steps you will need to take.
 - We also require that all residents have liability insurance coverage. Please review [Insurance Coverage Information](#) for detail on how you can satisfy this requirement.
 - Monthly installments may be paid online through our Resident portal with an echeck, eMoney Order, or a debit/credit card (fees apply). Please view info about our [Mobile App](#). You may also pay via check in the office or via mail.
 - Animal Registration – all residents must complete the pet profile even if you do not have a pet. Please review the [Pet Screening Flyer](#).
 - **IN ORDER TO RECEIVE YOUR KEYS ON MOVE-IN DAY, YOU MUST PROVIDE PROOF THAT YOU'VE SUCCESSFULLY SIGNED UP FOR UTILITY BILLING, HAVE ALL LEASE PAPERWORK COMPLETED AND APPROVED, AND ALL UP-FRONT FEES & FIRST MONTH'S MONTHLY INSTALLMENT MUST BE PAID IN FULL. WE RECOMMEND COMPLETING ALL OF THIS PRIOR TO YOUR MOVE-IN DAY.**
- When you move in, we will issue you key(s), passes, and any codes required to access the amenities, your home, and bedroom. You will also be provided with a move-in inspection report (either electronically or on paper). You will have **48** business hours to return the inspection report to our office. Any damages listed on the inspection **will not** be charged to your account at the end of your contract term (per management's acceptance).
- Prior to your move-in, we recommend that you reach out to your future roommates to coordinate who will be bringing what to your new home. Here is a list of what is provided and [What You Need](#) to bring with you. Whether you are moving in with friends or making new ones through our Roommate Matching program, living with someone can be an adjustment. We encourage you to review these [Tips for Getting Along With Your Roommate](#) ahead of time and as a group.

- Lastly, to keep you connected with your campus, we have collected [University Resources](#) that students are known to utilize during the academic year.

We can't wait to see you on Move-In Day! If you have any questions, please let us know.

Sincerely,

The Retreat East Management Team

MOVE IN PROCEDURES

Your move in day is approaching and we need to be sure that you are aware of everything that will be happening on that day! Your contract begins on **August 21, 2021**. Unfortunately, the move in day listed above is the earliest that the unit will be available for move in.

What to Expect on the Move-In Day:

- Please arrive at the property no earlier than 8:00AM. When you arrive, please proceed to either the Fast Pass (if eligible) line or the Clubhouse to make payment and complete other requirements. To make the move-in process as smooth as possible, we have created time blocks for your arrival. The time blocks are based on your cottage number, which have been emailed to you. **If you are unable to make your assigned time block, please arrive after 2pm, not the next block!** Please see below for assignments.

TIME	Floorplan/Building
8:00am – 9:00am	The Summer (1784) The Cove (1772, 1778, 1706) The Bungalow (1712)
9:00am – 10:00am	The Keys Flat & Townhome (1766) The Sunrise D1 Alt (1771- 102, 202, 302, 103, 203, 303) The Bungalow (1759)
10:00am – 11:00am	The Keys Flat & Townhome (1760) The Bungalow (1748) The Sunrise D1 (1771- 100, 200, 300, 104, 204, 304)
11:00am – 12:00pm	The Bungalow (1742, 1736) The Sunrise D2 (1771- 101, 201, 301, 105, 205, 305)
12:00pm – 1:00pm	The Bungalow (1730) The Cove (1717, 1723) The Sunrise D1 Alt (1724- 102, 202, 302, 103, 203, 303)
1:00pm – 2:00pm	The Bungalow (1735) The Sunrise D2 (1724- 101, 201, 301, 105, 205, 305)
2:00pm – 3:00pm	The Bungalow (1718) The Sunrise D1 (1724- 100, 200, 300, 104, 204, 304)

- On move-in day, we will verify that the full month's installment, fees, and any outstanding paperwork is complete before giving out keys. Keep in mind we will only accept certified checks, no cash or money orders. If you pay online before you come, please bring a copy of the online confirmation. Please note that your first month's installment is due no later than August 1, 2021. Please be sure all fees and your 1st month's installment are paid on time as it will ensure your unit is secure and you are ready for move in day.

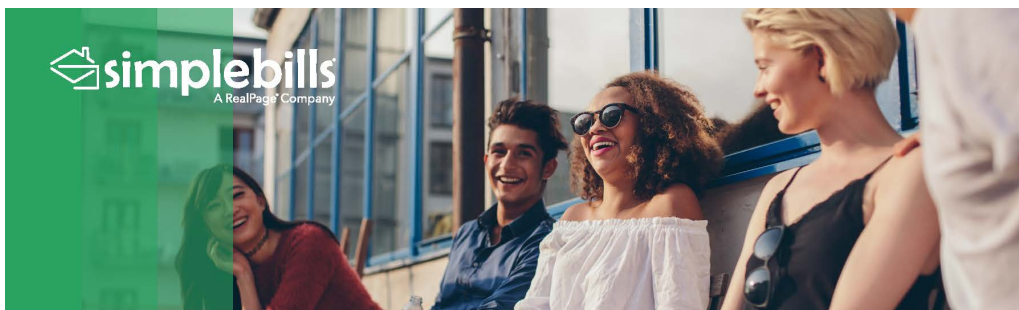
- Resident is responsible for the following utilities: water and electric through SimpleBills. See utility info page for steps you must take prior to move in.
- When you move in, we will issue you key(s), passes, and any codes required to access the amenities, your home, and bedroom. Our staff will provide you with the electronic move-in inspection report. You will have 48 business hours to submit the inspection report online.

If you have any questions about missing paperwork, amount you owe, etc., please contact our office at (407) 863-2752 or info@theretreateast.com.

MOVE IN MAP

Welcome to The Retreat East – We are pleased that you chose our community for your new home! Now that the Fall Semester is right around the corner, we are finalizing preparations for The Retreat East 2021 Move-in Day. It is our goal to make sure your move-in process is as seamless and enjoyable as possible.





Utilities Made Simple with SimpleBills

Here's How Simplebills Benefits You:

- ✓ Receive All Your Utilities in One Convenient Bill
- ✓ Receive Only Your Portion of the Utility Bills
- ✓ Never Forget About Your Bill with Our Helpful Reminders
- ✓ Manage Utilities Conveniently Online or Through the App
- ✓ No Utility Deposits or Set-Up Fees
- ✓ Build Credit By Paying Your Utilities

So What's Next?

1. Be on the lookout for an email containing your sign-in information. (Check your spam folder – just in case!)
2. Go to **SimpleBills.com** and sign in with your username and temporary password enclosed in the email.
3. Save a form of payment under "Payment Options."
4. Agree to the SimpleBills terms of service. **You're all set!**

info@simplebills.com | 254.230.0199



RESIDENT LIABILITY INSURANCE OPTIONS *WHAT YOU NEED TO KNOW*

As a condition of our housing contract we require all residents to carry liability insurance (\$100,000) for damage to the landlord's property during the term of their lease.

To satisfy this housing contract requirement you have two options:

Option 1: Do nothing – you will be automatically enrolled in the Landlord Liability Protection Program

You pay the monthly fee together with your monthly installment. (See complete details below.)
This does not cover your personal belongings.

Cost: \$12.00 per month

Option 2: Purchase liability insurance from a licensed agent and provide proof of coverage

Having liability insurance should meet your housing contract requirement.

Cost: Depends on your provider and applicant's creditworthiness, among other factors.

Landlord Liability Protection Program Details

Policy Coverage: \$100,000 Legal Liability for damage to landlord's property.

The coverage provided by the Landlord Liability Protection Program meets the minimum requirements of the housing contract. The policy covers only your legal liability for damage to the landlord's property (covered losses include fire, smoke, explosion, water damage, or backup or overflow of sewer, drain, or sump) up to \$100,000.

Monthly Cost: \$12.00 Per Month

Policy Details: All claims should be reported to your Community Manager. Please review the Insurance Addendum to the housing contract for further information on our insurance requirements and for additional important disclosures about the coverage we will acquire and bill you for if you do not provide us with proof of insurance you buy yourself.

This policy is not personal liability insurance or renters insurance. The policy does not cover any of your personal belongings, additional living expenses, or liability arising out of bodily injury or property damage to any third party. If you are interested in these additional coverage(s), you should contact a licensed insurance agent or insurance company of your choice.

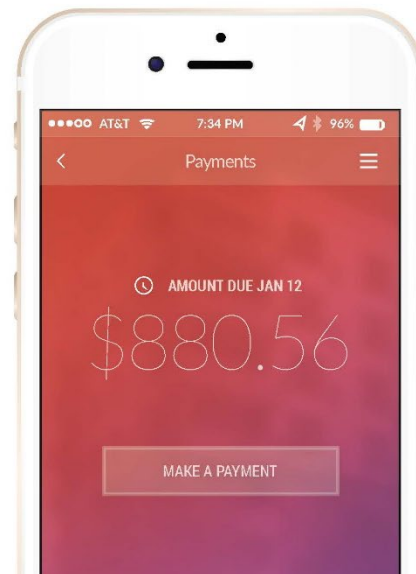
Please Note: You are under no obligation to participate in the resident liability program. You may satisfy the housing contract requirement by obtaining a personal liability insurance or liability insurance policy from an insurance agent or insurance company of your choice and providing proof of coverage (a copy of the declarations page) for the duration of your lease.
WE URGE YOU TO SPEAK TO A LICENSED AGENT OR BROKER ABOUT YOUR OPTIONS.

Resident Liability Insurance Program is administered by Property Owners Protection Insurance Company, LLC | (949) 269-1410 | Admin@popicllc.com

MOBILE APP

Don't let paying rent slow you down!

One new app - ResidentPortal Mobile - can reduce the time and effort it takes to pay rent, submit maintenance orders, or reach out to our property management team!



Download ResidentPortal Mobile from the App Store today!



Voice Pay

Pay rent faster by searching "Pay My Rent" in Spotlight Search to go directly to the app's payment screen.



Contact Property

Contact our property management team directly from the app. If our office is closed, your call will automatically forward to the appropriate after-hours number.



One-Tap Pay

Pay rent with a single tap on your smartphone.



Maintenance Requests

Submit and track maintenance requests anytime, anywhere. Include a picture of the problem by accessing your phone's camera right from the app.



Rent Notify

Receive push notifications monthly reminding you to pay your rent.



Messages

Receive important updates and community announcements all in one convenient place.

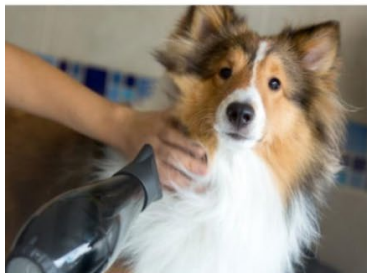


Photo Pay

Take a picture of your check or card using your phone's camera to pay your rent.



And Much More!



We encourage healthy and responsible pet interactions for all residents, and we strive to create a community that welcomes everyone and ensures a pet-responsible environment. We use a third-party pet application service that is simple and secure while storing your pet's information in one place.

This service makes it easy for Pet/Animal Owners to share their animal records with their Housing Provider, pet groomers, doggy daycares, dog walkers, pet sitters, vets, pet friendly hotels, and more.

PRICING

- \$20 for an individual Pet Profile
- \$15 for each additional Pet Profile
- No charge (\$0) for an Assistance Animal Accommodation Request
- No charge (\$0) for a No-Pet profile

All profiles are active for one year upon completion.

HOW TO MAKE A PROFILE

Note: Individuals without pets must complete the online affidavit, while Pet/Animal Owners should gather the following to start:

- Vaccination Records
- Microchip Information
- Photos of Your Pet

1. Visit this link:

<https://retreateast.petscreening.com/>

2. Review the policies and click the 'Start Here' button for No Pets, Household Pets, or Assistance Animals.

3. Enter your contact information, read and accept the Terms of Service, and click 'Create Profile'.

3. **Pet/Animal Profile:** Click on each section within the pet profile to enter details, upload photos and attach documents.

No Pet/Animal Profile: Complete the affidavit questionnaire.

4. **Pet Profile:** Click 'Proceed to Payment' at the top of the profile, enter payment details and submit.

Animal Profile: Click 'Submit for Review' at the top of the profile.

No Pet/Animal Profile: Click 'Finish' at the top of the profile.

5. Your active profile will be shared automatically with your housing provider.

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WHAT YOU NEED

We know this process can be a bit overwhelming so we want to make it as easy as possible. Below you will find information about what is included in your unit and what you will need to bring with you. Be sure to let us know if you have any questions. Be sure to coordinate with your roommates on some of these items so that you don't duplicate.

Your Unit is equipped with the following items:

- Refrigerator
- Stovetop/Oven
- Dishwasher
- Microwave
- Light fixtures
- Towel Rods in the bathrooms
- Toilet Paper Dispensers in the bathrooms
- Blinds on all windows/patio door

If you have contracted a fully furnished unit, your furniture package includes:

- Couch
- End Table
- Coffee Table
- Accent chair
- Dining Room table and 4 chairs (select floorplans)
- Queen or Full (Sunrise) size memory foam mattress
- Dresser
- Desk
- Desk Chair
- TV stand
- 50-inch Smart TV

We recommend that you bring the following items:

- Shower curtain
- Bedding – this means sheets, pillows and blankets
- Towels
- Plates, bowls, pots, pans, and other kitchen necessities
- Toiletries
- Vacuum
- Broom and dust pan
- Mop
- Cleaning supplies

10 TIPS FOR GETTING ALONG WITH YOUR ROOMMATES

1. Get to know each other.

You're going to be spending a lot of time with your roommate(s) and he or she is your first opportunity to make a new friend at The Retreat East. Take the time to ask and answer questions -- about family, hobbies, academic interests, etc. Who is this person? Some questions you can ask:

- My birthday is...
- The kinds of food I like to eat are...
- The things I do for fun are...
- What I like to do for exercise is...
- Some things I spend my money on...
- Some things about my family are...
- My major is (or may be)...
- Some things about my hometown/high school are...
- The way I feel about dating is...

2. Communicate.

Open and honest communication is key in building a positive and successful relationship. Take some time and talk to each other and let your roommate(s) know what is important to you. Talk about how you would like for all of you to communicate with each other and how you talk to others when there is a problem or conflict. Living together can be stressful and knowing how the other person operates means that you can resolve conflicts before they grow too large. Healthy relationships take work. Some issues you may wish to discuss include:

- The way I feel about loaning things is...
- The way I would like to decorate our cottage is...
- If something I do upsets you, you would...
- When I am unhappy or mad, I...

3. Be open and friendly.

Remember that all of you may be anxious and concerned about living with new people. Your roommate(s) may be experiencing the same issues and concerns that you are and may be under the same pressures. Talk to each other about what is important to you and things that may affect your relationship as roommates.

4. Define "neat."

Whether you're a neat freak or a slob, you have other people's feelings to consider. With a little give and take, you can each adjust accordingly and make your environment comfortable. You need to make sure that you all (1) agree to how you are going to keep the cottage, and (2) what you are going to do if one of you is not living up to your agreement.

5. Discuss visitation hours.

Talk about when it's okay and when it's not okay to have visitors in the cottage. Also discuss how often you all plan to have people over. Do you want your cottage to be a social center or a refuge from the crowds? How about opposite gender guests? When are they allowed in the cottage? Do you think you might have overnight guests? What are the rules for them?

- I would like to avoid having guests over at these times...
- If I feel that a visitor(s) overstays his/her welcome, we would handle it by...
- The way I feel about your friends using my things is...
- The way I feel about having people in the cottage when I am trying to study is...

6. Find an activity you can share.

There's nothing like having something in common to care and talk about. Do you both plan to go to the gym a lot? Maybe you can be workout partners. Perhaps you both enjoy a particular type of film, music, art, or hobby? Do you plan to join any clubs or student organizations? While you will not be spending all your time with your roommate(s), it doesn't mean you can't do some things together.

7. What about study times and habits?

Talk about how you prepare for classes and tests. Do you study in the cottage or in another place like the library, a study room, the student center? If you plan on doing most of your work in your cottage, talk about scheduling times so that you all can have quiet time. Let your roommate(s) know when you have a big test or assignment coming up so that he or she can give you space and quiet time.

8. Give each other space.

Togetherness is great, but too much of a good thing, sometimes that's not so great. You and your roommate(s) need time alone or with other friends. If that is not happening naturally, talk about it.

9. Are you okay with sharing?

Just because you are sharing a cottage, doesn't mean you may want to share other things. Talk about what you want to share and what you want of your own. Can you share clothes, CDs, appliances, food, etc.? Setting these boundaries early can avoid later conflicts.

10. Pet peeves & personal habits.

What is a big pet peeve for you? What is something that really bothers you? How do you deal with conflict? Do you yell, get quiet, nurse a grudge? You have the chance to talk in advance before you establish a relationship with these people – USE IT!

- The way I feel about loaning things is...
- The way I react when I am stressed out is...
- When I'm depressed I...
- Something that cheers me up when I am down is...
- I usually let people know I am angry by...
- I become easily annoyed by...

UNIVERSITY RESOURCES



University ~ University of Central Florida

Greek Life ~ (407) 823-2072 / Email: ucfgreek@ucf.edu / Fraternity and Sorority Life, Room 101

Health Center ~ (407) 823-2701 / Email: hs@ucf.edu / 4098 Libra Dr

Parking Services ~ (407) 823-5812 / Email: decals@ucf.edu / 4799 Hydra Ln

Bookstore ~ (407) 823-2665 / Website: <https://ucf.bncollege.com/shop/ucf/home> / 101 Aquarius
Agora Drive

Office of Financial Aid ~ (407) 823-2827 / Email: finaid@ucf.edu / Millican Hall, Room 107

Career Center ~ (407) 823-2361 / Email: career@ucf.edu / Career Services and Experiential Learning,
Room 101

Disability Resource Center ~ (407) 823-2371 / Email: sas@ucf.edu / Ferrell Commons, Room 185

Counseling Services ~ (407) 823-2811 / Website: <https://caps.sdes.ucf.edu/> / 4000 Central Florida Blvd

Dean of Students ~ (407) 823-6960 / Email: adrienne.frame@ucf.edu / Millican Hall 282

Campus Event Calendar ~ <https://events.ucf.edu/>