



Property Management

Crummer Graduate Housing Program

Rollins College maintains a limited number of apartments to provide housing accommodations for full-time, matriculated MBA students attending the Crummer Graduate School of Business. The primary function of the College real estate holdings is to provide housing for Crummer full-time students, thus facilitating their involvement and accessibility to campus to easily participate in community events.

Renovated in 2009, the Crummer apartment complex is located within walking distance of campus at 273 W. New England Avenue and 238 W. Welbourne Avenue, just three blocks north and one block west of the college. Each of the one and two-bedroom apartments come fully furnished with standard bedroom, private bathroom, living room, and eat-in kitchen. **Note:** There is only one bathroom in the two-bedroom apartments.

Eligibility

Current, full-time, matriculated MBA students are eligible for placement in College-owned housing. Additionally, students enrolled in the Accelerated Management Program (AMP) will be eligible to participate in the Crummer graduate housing program during their first year of enrollment. Newly admitted students interested in living in one of the graduate apartments will need to submit their Intent to Enroll form and seat deposit to the Admissions Office first, then complete the on-line Housing Application. You will be contacted and notified of availability by the Residential Property Manager. Returning students who occupied one of the units during their first year will need to submit Intent to Renew form at least 60 days from the date their lease is to expire in order to secure housing. Please note that the Intent to Renew form does not guarantee housing. If approved, the student will have to sign a new lease.

Terms of Occupancy

Rent is paid on a monthly basis and subject to the terms and conditions set forth in the Rollins College Rental Agreement. The Rental Agreement must be signed and the housing deposit must be paid prior to assuming occupancy. Students are not allowed to exceed the total number of occupants per unit. Specifically, the maximum number of occupants for a one bedroom is two individuals and four individuals for a two bedroom unit.

In addition, although the College is not responsible or liable for student off-campus events or behavior, it does reserve the right, in the interest of protecting students from harm, to take action in response to behavior off campus that violates College expectations and when the College's interests as an academic community and property owner are clearly involved. This includes all policies outlined in the Student Handbook provided during the first day of orientation.

Priorities

Currently, priority in housing assignments will be given to newly admitted, full-time, degree-seeking MBA students relocating to the area. Exceptions to this priority designation may be made on a case-by-case basis as determined by the Program Director. An applicant's priority status may be adjusted in light of the applicant's particular circumstances, including, but not limited to, the suitability and timing of the applicant's current housing situation. Otherwise, the school will operate strictly by applying the waitlist method.

Deposit

Tenant agrees to pay a security deposit equal to one (1) month's rent to be forfeited as liquidated damages in the event of default or breach of any party of this agreement. The said payment will be refunded within 30 days of vacating if there is no damage beyond ordinary wear and depreciation and all rent and other charges are paid in full. Security deposits are not to be used as last month's rent.

The Tenant agrees to pay for the cost of cleaning and repair or replacement as Owner is required to perform in an amount that is not unreasonable for the work or the items described therein if the premises are not found to be in a state of cleanliness equal to that at the time of first occupancy. Tenants who do not matriculate into the Early Advantage MBA program will automatically forfeit their deposit.

Rent Payment

Rent payments are due the first day of each month. Payments after the 5th will incur a late fee of \$25.00. Payments in the form of a personal check, money order, or cashier's check can be mailed and addressed to Rollins College, 1000 Holt Ave – 2715, Winter Park, FL 32789-4499. Students can also drop off payments at 422 W. Fairbanks Avenue, Suite 325 or 313, Winter Park, FL 32789 OR SunTrust Plaza, 400 Park Avenue South, Suite 205, Winter Park, FL 32789. An additional service charge of \$25 will be added for insufficient funds checks.

Sublet Policy

The Tenant shall not sublet the leased premises or any part thereof, nor assign or transfer the lease.

Keys

No alterations or a modification to the interior or exterior doors or related hardware is permissible. Any needs or concerns should be addressed to the Residential Property Manager. Keys are obtainable from the Residential Property Management office between 8:30 a.m. and 4:30 p.m. Monday - Friday. Arrangements may be made for those arriving after normal business hours by contacting the Residential Property Manager prior to arrival. Tenants who get locked out of their rental units must come to the Residential Property Management office during normal business hours for a duplicate key. At all other times tenants should contact the Residential Property Management office to be let into their rental. Tenants must be prepared to show proper identification. There will be a **\$10** charge for replacement keys during office hours and **\$50.00** after hours lock out fee.

Termination of Occupancy

The Rollins College Residential Property Management Office must be notified at least sixty (60) calendar days in advance of the date in which the unit is to be vacated. **Students who withdraw from the program must vacate their unit within thirty (30) calendar days following their change of status.** However, if that is not the case, the College reserves the right to handle those situations on a case-by-case basis depending on the level of severity. An apartment is not officially vacated, nor will rent terminate until the apartment is completely cleared of all personal property and the key returned to the Residential Property Management Office. All property not belonging to the College which remains on the premises upon termination of the right to occupancy will be removed by the College and will, at the option of the College, be discarded.

Maintenance Policy

Repair needs or concerns should be reported to Residential Property Manager on the work order form located on the MBA housing webpage. There is no charge for maintenance calls. Vandalism charges are assessed for occurrences. Please fill out the form completely. **For emergency maintenance calls after office hours, telephone the Residential Property Management Office at 407-691-1728- - there is an answering service set up for these occurrences.**

Occupants of college-owned housing are expected to insure reasonable care of the premises and will be charged for repairs resulting from irresponsible acts and/or negligence. When occupancy is terminated the premises are expected to be returned to the College in a clean and orderly condition, subject only to fair wear and tear. The removal of debris, cleaning of stove, refrigerator, cabinets, toilet fixtures, and the sweeping out of the apartment are incumbent upon the departing tenant.

Right of Access

Representatives of the College shall have the right to enter and examine the property and to make repairs or improvements upon twenty-four (24) hour notice and shall have the right to enter and make emergency repairs at any time. All door locks must remain on the College key system.

Interior Painting

Personal painting or stenciling by tenants is NOT permitted. Pictures, mirrors, and other objects may be hung on the walls provided that picture hooks or jiffy hooks are used. Nails and screws are not permitted for this purpose. Contact paper attached to the walls causes severe damage to plaster and painted surfaces. Its use is therefore prohibited. The cost of repairing and repainting walls damaged by the removal of contact paper will be charged to the tenant.

Housekeeping

Housekeeping services are NOT provided by the College.

Pest Control

Pest control is contracted through the Residential Property Management Office.

Grounds

Landscaping is contracted through the Residential Property Management Office.

Pets

Tenants are NOT allowed to keep any pets on the property.

Stoves, Refrigerators, Washers & Dryers

An electric stove and refrigerator are provided in each unit. These should be cleaned regularly, especially the oven unit of the stove. Turn the refrigerator thermostat to "1" when away or moving out. Do not turn off. Washers and dryers are provided in a separate laundry facility on the property.

Electricity

Each apartment has a separate meter, and tenants will be billed directly by the City of Winter Park. Tenants should contact the City before they move in to set the account up in their name. When departing, tenants should contact the City to provide them with a forwarding address for their final bill.

Water & Sewer

Water service is supplied by the City of Winter Park and paid for by the College.

Garbage and Rubbish Removal

Removal service is provided by the College. Residents must dispose of their trash in the dumpster located in the common parking lot.

Telephones

Arrangements for telephone service can be made directly with CenturyLink.

Cable Television

Rates and other information may be obtained from Bright House Networks. Satellite Dishes are not permitted to be installed at the rental property.

Smoking

Smoking is prohibited inside all units. Your deposit will be forfeited and you will incur additional charges for cleaning and deodorizing if any evidence of smoking is found.

Parking

All vehicles must be registered with Campus Security Office, as well as a State Registry. Residents are also required to register with the Residential Property Management Office by filling out the Vehicle Registration form. Hang tags should hang from the rear view mirror and be clearly visible while utilizing the apartment complex parking lots. Unregistered vehicles are not permitted and may be towed at the owner's expense.

Only passenger vehicles of ordinary size with current tags pursuant to Florida Law may be parked in the parking areas designated for the Tenants. Boats, trailers, campers, etc. are not permitted. No vehicle maintenance may be performed upon the home grounds, which includes the home dwelling unit as well as all common areas. Vehicle maintenance is defined as including without limitation, changing the oil, doing mechanical work on the engine, replacing parts,

placing the vehicle up on a jack or elevating the vehicle in some way as to work on the engine, etc. No vehicle may be left or abandoned upon the home grounds for more than seven (7) days without movement from the same parking area. No vehicle may be parked in any unauthorized parking space(s). No Vehicle may remain on the home grounds if it is inoperable due to, including without limitation, flat tires, removal of parts, non-working engine, etc. If Owner discovers any vehicle in violation of any of the stipulations enumerated throughout this paragraph, then said vehicle shall be removed at the vehicle owner's expense.

Fire

In case of a fire, or if the fire alarm goes off, the proper response is to exit the building and call the fire department. Fire alarms are not connected to the fire department and a call must be placed in order for them to respond. If you believe that an alarm is not working properly, please report it immediately to the Property Manager at 407.691.1728 or email lrose@rollins.edu. Fire extinguishing equipment for emergency use will be provided by the College. Tenants concerned about the lack of a battery powered smoke detector in the case of an electrical outage may supply their own battery operated detector.

Emergency

In the event of an emergency, as a Crummer student living in graduate student housing, you have the option to follow the Rollins evacuation procedures which can be found at www.rollins.edu/ehs

Insurance

Rollins College does not assume responsibility or carry insurance for the loss of personal property whether due to theft, fire, water, or any other cause or for an individual's personal liability as tenant of the premises. It is recommended that tenants arrange for adequate insurance coverage for the protection of their own personal property; for the protection of the landlord for damage to the premises from neglect or accidental causes of the tenant; and protection for bodily injury or property damage to a third party who may be a guest of the tenant.

Telephone Numbers

Fire/Police

Winter Park Police Department: 911 or 407-644-1313 for non-emergency

Winter Park Fire Department: 911 or 407-644-1212 for non-emergency

Repairs & Housing Inquiries

Residential Property Management Office (8:30 a.m.-5:00 p.m.)

Phone: 407-691-1728

Emergency Repairs

Rollins College Residential Property Management: 407-691.1728.

There is an after-hours answering service that picks up calls and contacts the appropriate party

Cable/Internet

Bright House Networks: 407-291-2500

Telephone

CenturyLink Telephone: 1-866-304-6820

Utilities- Electricity

City of Winter Park: 407-599-3220 (ask to unbundle the services)

Post Office

Winter Park Post Office 407-647-6807

300 N. New York Ave.