

Move – In Guide

1301 University

OFFICE PHONE
612.617.8000

MANAGEMENT EMAIL
resident@1301university.com

MAINTENANCE EMAIL
maintenance@1301university.com

Email is the most efficient way to communicate management and maintenance requests. You may also call the office phone with any questions. If you have a heat, light, water, or other maintenance emergency not during office hours, please call the office phone and it will prompt you to leave an emergency message, which in turn will page 1301 University staff.

Garbage / Recycle:

There are access doors to the garbage chute on floors 2-6; all small garbage items that fit in a 13 Gallon (or smaller) kitchen trash bag. All garbage from first floor apartments along with large trash items and recycling from all apartments can be brought to the first floor garbage and “Recycling Room” located in the first floor lobby. Please recycle cans, bottles, cardboard (please break-down all cardboard boxes flat), paper, and other recycling items. **Cardboard boxes may NOT be put down the trash chutes for they will plug the chute. Tenants will be charged for putting cardboard boxes and refuse too large for the trash chute. They will be charged for the labor needed to unplug the trash chute and camera review.**

Light Bulb:

As a courtesy to our tenants we supply and/or replace entry, track, hallway, and bathroom light bulbs at no cost. Please email: maintenance@1301university.com if you need any of these bulbs replaced. All bedroom light bulb replacement is the responsibility of the tenant.

Cable Television:

Cable television is provided and you will need to attach your provided cable box to your television and the cable box to the wall outlet with a coaxial cable. All you need is your television. Once attached, you should be viewing cable television.

Internet:

The internet is Optical Ethernet. Plug an Ethernet cord directly from the data jack to your computer for wired internet. If you wish to have a wireless signal, **you will need to provide a wireless ethernet router** (one per apartment is what most tenants do). Make sure to be password protected on your wireless signal.

Electricity:

You will need to set up an electricity account with Xcel Energy. Please call: 1.800.895.4999 or sign up via the web: <https://myaccount.xcelenergy.com/oam/getStartServiceInfo.req>

Garbage Disposals:

The kitchen sinks are equipped with garbage disposals. Please avoid putting large quantities of food in them at once. They are intended to prevent clogs and grind up small amounts of food waste at a time. The most common cause of a clogged garbage disposal is due to a bottle cap, pop top, and broken glass that result in jamming the blades and motor.

Cleaning Wood Floors:

The wood floors in the apartments are a laminate wood product. To clean them effectively, please use a damp mop such as a Swiffer. Conventional mopping with a bucket of water will cause extensive damage.

Parking:

There is absolutely **NO FREE PARKING** on the premises. All parking spaces are leased spaces and there are no spaces for loading or unloading – that must be done by paying a meter on the street. There are also no guest parking spaces. We try very hard to ensure those that are paying for a parking space have their leased space available to them – thus we are quick to tow. In order to help ensure the availability of leased parking spaces, we must tow illegal vehicles. Only tenants that have a signed parking lease may park their vehicle in their space. All vehicles that are parked in the leased space(s)

must be registered at the 1301 University office and all registered vehicles must display a parking tag in the rearview mirror of the vehicle or they are subject to being towed. **All motor scooters must be registered with the office and have a parking sticker placed on the back of the scooter visible. All unregistered scooters and / or scooters without a parking sticker will be towed at owner's expense. Any motor scooters parked anywhere on 1301 University grounds other than the designated area in the parking garage will be towed at owner's expense.**

Maintenance Requests:

We try to address all maintenance requests within one business day of being properly notified. There are two ways to notify us of a maintenance request, those include:

- For a maintenance emergency – call 612.617.8000 and press 2 for the maintenance line. This will walk you through leaving a maintenance emergency call and someone will get back to you momentarily.
- For regular maintenance requests – send an email to: maintenance@1301university.com. Please use your apartment number as the subject heading.

Building Entry System / Directory:

1301 University is a secure building - all building entry doors are always locked. If you are having a guest(s) over you may remotely allow them access to the building through the front door. Your guest(s) can find your name in the front vestibule directory and dial the three-digit code listed by your name. The system will dial your cell phone and you will be able to speak with the person at the front vestibule looking to gain access. If you wish to let them in, you can unlock the front door by pressing 9 while you are on the phone with them. **Please do not allow people to “tailgate” behind you as you enter or exit the building – make them use the front door to call a tenant to let them in – this will greatly help in the security of the building and keep the hallways more quiet.**

Hanging Things On Walls:

Please use removable mounting devices such as Command Adhesive by 3M or other removable mounting squares. Poster putty is NOT allowed for it cannot be removed cleanly from the walls and will result in the deduction from your security deposit at the end of your lease period. Double-sided adhesive, screws, and drywall anchors are NOT allowed. For heavier items you may use small (finish) nails to hang them. You may not use screws or nails larger than “finish” nails. **No holes in any doors. The doors are of very high quality for safety and acoustical qualities and they are extremely expensive. All damaged doors will be replaced and charged to tenant's security deposit.**

Bicycle Storage:

Bicycles may be locked at outside racks on 13th Avenue SE and University Avenue SE. Bicycles may also be locked in the parking garage at bicycle racks along garage walls. If you rent a parking space, you have exclusive use of the rack above your vehicle. **PLEASE NOTE THAT SINCE COVID-19 SHUT-DOWNS AND THE GEORGE FLOYD UNREST, MINNEAPOLIS AND THE UofM CAMPUS AREA HAVE SEEN A LARGE SPIKE IN BICYCLE, MOTORSCOOTER AND CAR THEFTS. 1301 UNIVERSITY AND DINKYTOWN HAVE ALSO BEEN HIT WITH BIKE THEFTS. WE WOULD RECOMMEND AGAINST BRINGING A BIKE (ESPECIALLY AN EXPENSIVE ONE) TO CAMPUS / 1301 UNIVERSITY AT LEAST FOR THE FIRST SEMESTER. IF YOU DO BRING A BIKE, WE WOULD RECOMMEND IT BEING AN INEXPENSIVE ONE OR IF IT IS EXPENSIVE TO STORE IT IN YOUR APARTMENT.**

Fire Equipment:

Please do not place you and/or your neighbor's well being in peril by tampering with fire alarms, fire extinguishers, or any other emergency equipment. Any abuse of this equipment will be dealt with harshly and, at a minimum, immediate grounds for eviction and/or criminal action. Minnesota State Statutes may charge these crimes with felony charges – please do not make this mistake.

Paying Rent:

The first (September 2020) rental payment needs to be made by old-fashioned check or money order and can be handed to us when you pick up keys or mailed in prior to September 1, 2020. All rent payments must be made out to: 1301 University Avenue LLC; and mailed to: Urban Land LLC, P.O. Box 13008, Minneapolis, MN 55414. Approximately September 15th you will receive an email from AppFolio with a link to set up a Resident Portal where you will be able to access your rent ledger, pay rent, and access maintenance requests all online.