

ApartmentsStateCollege.com

MOVE-IN INSTRUCTIONS FOR RESIDENTS

Nevins Real Estate Management (NREM)

214 S. Allen Street

State College, PA 16801

Office: (814)238-3153

Email: Leasing@apt-sc.com

Text: 205-588-2571

Web: ApartmentsStateCollege.com



2026-2027 Move-In Information

Thank you for choosing one of our Nevins Real Estate apartments as your new home away from home! The information shared within will assist you in better understanding your move-in process. Please take time to review and if you have questions please contact us. We are more than happy to answer any questions you may have. You can text us at 205-588-2571 as well. You will receive texts from us at this number as well so add us as a contact!

1. Know your Lease

As participants in a joint and several lease, we encourage all residents and/or their cosigners to read the lease in its entirety. A copy of the general lease can be found on our website under [FAQ](#).

Start and End Dates

- Your apartment *move-in* and *move-out* dates are noted on your lease documents.

| PROPERTY | Move-In Date | Renewal Date (New resident joining existing lease) |
|------------------------------------|----------------------------|---|
| Aurum | Monday, August 10, 2026 | Saturday August 1, 2026 |
| Cedar Lofts (Fairmount) | Monday, August 17, 2026 | Tuesday, August 4, 2026 |
| Cedar Lofts East (Keller / Beaver) | Monday, August 17, 2026 | Tuesday, August 4, 2026 |
| East Foster Townhomes | Monday, August 10, 2026 | Saturday August 1, 2026 |
| Fairview | Wednesday, August 19, 2026 | Sunday, August 9, 2026 |
| Highland Tower | Friday, August 7, 2026 | Friday, July 31, 2026 |
| The Lofts | Thursday, August 20, 2026 | Thursday, August 13, 2026 |
| Park Lane | Monday, August 10, 2026 | Sunday, August 2, 2026 |
| Waupelani Lofts | Wednesday, August 19, 2026 | Sunday, August 9, 2026 |
| West Beaver Complex | Monday, August 10, 2026 | Saturday August 1, 2026 |

Furniture Package

- If applicable to your apartment lease, a standard furniture package typically includes but is not limited to a couch, coffee table, end tables, dinette table and chairs, desks, dressers, lamps and one standard size twin bed set per resident (We can remove beds if you request by **July 1st. No other furniture can be removed from the furnished units**). The number of furniture items may vary per apartment style and number of residents. Please reference your lease, if you need specifics.

Supplied Appliances or Rentals

- Your unit comes equipped with a stove and refrigerator. Microwaves *are not* provided in most units.
- Refrigerator rentals if you would like a 2nd Refrigerator may be available to residents who live in Cedar Lofts, Cedar Lofts East and Waupelani Lofts. These appliances are limited and offered on a first-come basis. Contact our office, if you would like to rent one of these items. Rental fees will be divided equally among all residents and will be applied to your online ledger.

Special Rules and Regulations

- In addition to the terms and conditions of your lease, know that as residents of the State College Borough, noise ordinances, fire safety and other code requirements are enforced to ensure that all residents remain safe and have an enjoyable place to live. In accordance with local regulations, our maintenance and associated personnel will conduct apartment inspections. We will notify residents in advance. Your cooperation with the ordinances and inspections is greatly appreciated.

2. When is Rent Due

Your lease is a term contract that is divided into 12 equal payments. **August rent is due one week before your move in date or earlier. Our system will show the amount due on your portal approximately 10 days before move in. September rent will be due September 1 and each month after will be due the 1st of each month. Your last month's rent is due on or before July 1st of the following year.**

IMPORTANT NOTE BEFORE MOVING IN: All residents on the lease must pay the August rent in full before anyone can move into the apartment. Consult with all roommates and our office prior to your lease move-in date to ensure that all rent for August is paid. Distribution of relevant move-in paperwork, key codes and access to the unit will be delayed, if rent is not paid in full.

When is rent due?

- Rent is due on or by the 1st of each month. If paid after the first a fee of \$5.00 per day can be applied to your account.
- There are no late fees charged in August, due to leases beginning after the 1st of the month. The first month's rent needs to be paid 1 week before move in.

What do I owe?

- Your monthly rent is divided equally by the number of residents on the lease. Please consult the NREM office staff, if you and your roommates have any changes to the number of residents on the lease. We will be happy to assist with these changes.
- If you would like the rent split differently, please contact our office to request a Rent Redistribution form. All roommates would need to sign, indicated how rent should be split.

How do I make payment?

- You can pay your rent individually by using our online portal or by submitting a check/money order made payable to Nevins Real Estate Management.
 - We do not accept cash payments for rent.
 - Your security deposit may not be used as rent for the first or last month
- Online Payment Portal: Our staff will set up a rental payment portal for every resident. You will receive a text prior to move-in with a link for you to follow. The portal allows you to pay rent, parking or other related charges and view your ledger. Please contact our office if you do not receive a text with a link to set up your online payment portal by mid July. Your original portal that you paid the security deposit on will be cancelled and you will receive a text and email to activate a new portal.
- **IMPORTANT! We encourage you to use the autopay feature on the portal. Please make sure if you use this feature, to set your Autopay date for the first of the month. You will need to make a 1 time payment for August and then set your autopay for upcoming months Starting in September.**

Security Deposit: Can I use this for rent?

- The security deposit that you paid to secure your apartments is held in escrow and never used for first or last month's rent. Residents should expect to receive their security deposit back within 30 days of the end of the lease term.

3. Setting Up Utilities

All contracted services associated with your apartment must be established for your apartment. When contacting the provider(s), you will be requested to provide your property name, street address and apartment number in order for services to be activated. **We recommend that you call the provider(s) several weeks in advance to activate your services on your lease start date and no earlier.**

Important Note: NREM will bill your account if the utility services are not established in your name and a \$50 charge will be added for EACH bill that is paid.

Electric – West Penn Power/First Energy (1-800-686-0021)

- **Applies to ALL NREM properties with the exception of:**

1. Cedar Lofts (Fairmount) Unit 1 – NREM will bill your account
2. Cedar Lofts East (Keller/Beaver) Units 5 & 17 – NREM will bill your account
3. The Lofts – B-6, B-8, D-6, and D-8 – NREM will bill your account
4. Waupelani Lofts – included in rent (electricity up to \$200. Any excess of the \$200 limit will be billed to your rental portal)

Gas – Columbia Gas (1-888-460-4332)

- **Only applies to the following properties:**
 1. East Foster Townhomes
 2. Park Lane – 219 Building ONLY
 3. West Beaver Complex – Townhomes and Houses

Internet - DoJo Networks (814)308-0817

- Basic internet is included with rent at all NREM properties **with the exception of:**
 - Aurum
 - East Foster Townhomes
 - West Beaver Complex.
- One person living in every unit will need to bring a wireless router, or rent a router from DoJo Networks, if they plan on having wireless internet **with the exception of:**
 - Cedar Lofts (Fairmount) – Wireless network in building
 - Cedar Lofts East (Keller/Beaver) – Wireless network in building
 - Waupelani Lofts – Wireless network in building
- Internet speed is 50 mbps (megabytes per second) **with the exception of:**
 - Cedar Lofts (Fairmount) – 100 mbps (megabytes per second)
 - Cedar Lofts East (Keller/Beaver) – 100 mbps (megabytes per second)
 - Waupelani Lofts – 100 mbps (megabytes per second)
- DoJo will send each person an e-mail with their username and password prior to move-in to access your service. We recommend that you keep it personal for many reasons but if you permit other people to use your internet it could slow down your service.

4. Parking

- Parking **MAY** be available at your apartment complex. Parking was sold on a first-come basis beginning in February 2026 so most properties are sold out at this time.
- Parking charges will be applied directly to your online portal and fees are due the first of each month.
- Parking contracts coincide with the current year lease period (i.e., 12 months).
- Your assigned parking space number will be provided in your “Move-In” packet

Important Note: *Keep your parking contract copy in your vehicle glove compartment. You will need to show this to the towing company if a vehicle has parked illegally in your parking spot that you did not authorize to park there.*

5. Maintenance (24/7)

- Call the Rental Office (814.238.3153) during business hours (Monday - Friday 9:00AM to 5:00PM) and let us know what the issue is. When reporting the issue, please be specific about your need, the location/room in your apartment, and if you’ve attempted to resolve the matter on your own. *Always, always, always* call in if there is any sign of water dripping, toilets or sinks are clogged or overflowing, or if you suspect electrical concerns. Our staff will work swiftly to resolve your issue.
- **For after-hours emergency, call our office number 814-238-3153 and select the emergency maintenance option. We are unable to respond to texts or emails after business hours.** Provide the “on call” representative with:
 - Your name
 - Property you live at
 - Apartment number
 - Your call back number
 - Reason for calling

Before calling the emergency number, please ask yourself “*Can this wait until the next business day?*”. We are staffed Monday through Friday 9 to 5 to take care of your maintenance needs. When you call after hours the staff will drive in from their personal residence to address the issue.

6. Miscellaneous AND Important

Bus Passes (CATA) [Only applies to Waupelani Apartments.]

- A CATA bus pass is available for \$25 per month. The pass will permit you to ride the bus to, from or around campus and back to your property. Please call or stop by the office to complete a bus contract.

Trash

- Trash pick-up days are the following:
 - Aurum – 7 Days a Week (Located behind the units)
 - Cedar Lofts (Fairmount) – Monday, Wednesday, & Friday
 - Cedar Lofts East (Keller/Beaver) – Monday, Wednesday, & Friday
 - East Foster Townhomes – Thursday (Must take to curb and return the same day)
 - Fairview Apartments – Tuesday & Friday
 - Highland Tower – Monday, Wednesday, & Friday
 - Park Lane Apartments – Monday, Wednesday, & Friday
 - The Lofts – Monday, Wednesday, and Friday
 - Waupelani Lofts – Monday, Wednesday, & Friday
 - West Beaver Complex Townhouses (514A – 514D) - Thursday
 - West Beaver Complex Houses (512 & 516) – Thursday (Located behind the townhouses in the parking lot)
- Bulk items (i.e., couches, dressers, etc.) should be placed next to the curb for removal. We ask that you please contact the office so we can set up a pick-up with the borough. **There is no charge for this**

Recycling

- Recycling pick-up days are the following:
 - Aurum – Daily
 - Cedar Lofts (Fairmount) – Tuesday
 - Cedar Lofts East (Keller/Beaver) – Tuesday
 - East Foster Townhomes – Thursday (Must take to curb and return the same day)
 - Fairview Apartments – Monday
 - Highland Tower - Tuesday
 - Park Lane Apartments – Tuesday
 - The Lofts – Monday
 - Waupelani Lofts – Monday
 - West Beaver Complex Townhouses (514A – 514D) – Tuesday
 - West Beaver Complex Houses (512 & 516) – Tuesday
- Please use the appropriate containers to discard your recyclables.
- NOTE: Pick-up is Friday at all properties with the exception of East Foster Townhomes for Cardboard. Be sure to break down all cardboard boxes and place next to the dumpster.

Air Conditioning (A/C):

- We require that we install all window A/C units due to the liabilities involved with faulty installations. Place the A/C in front of the window you want it installed and contact the office at 814.238.3153. We will let maintenance know and they will have it installed in a timely manner.
- You will need to provide your own A/C unit, with exception of:
 - The Lofts
 - Highland Tower
 - 219 Building at Park Lane Apartments
 - West Beaver Complex Townhouses

Bicycles:

- Bicycles shall be kept in the racks provided around the perimeter of your apartment complex. Bicycles must be registered with the State College Borough (243 S. Allen Street) or the Penn State University Parking Office (Eisenhower Parking Deck).

7. Move-In Day Procedures

Important Note: All residents on the lease must have August rent paid in full no later than one week prior to move-in before access will be granted to any resident.

Move-In is done with no person-to-person contact with our office staff. The morning of your move-in we will text you the code to get into your units. The first person arriving to the unit will see a move-in packet in the unit that will contain **VERY** important items.

What is the Move-In Packet?

This packet contains information pertaining to your *Unit Condition Forms*, *Fire Safety Certification Agreement*, **your mailbox key**, *Tenant Notification Acknowledgement*, CATA bus passes (if applicable, only available to purchase for Waupelani Lofts) and **parking contracts/passes** (if applicable).

- (1) **Unit Condition Forms:** Resident(s) are required to conduct a walkthrough of their apartment and identify areas of concern or immediate maintenance matters that need to be addressed. Carefully review the form and make notations on this document in all areas that apply. Our staff will address immediate concerns in a timely manner. Know that this form will be kept in your file and used as part of your “move-out” apartment condition review.

Important Note:

- The Unit Condition Form must be returned to rental office within 48 hours of your move-in date.

- (2) **Fire Safety Certification Agreement:** This document verifies that the management company informed its residents that all fire extinguishers, smoke alarms and carbon monoxide detectors (if applicable) were inspected and are in good working condition upon moving into the apartment.

Important Steps to Follow:

- All residents are required to review and test fire safety equipment by checking the fire extinguisher tag date and pressing buttons on the smoke alarms and / or carbon detectors to ensure that all are operable.
- After completing the review and test check, all residents must sign the agreement.
- The Fire Safety Certification Agreement must be returned to rental office within 48 hours of your move-in date.

- (3) **Mail Key:** Residents will receive only one mailbox key in the “Move-In Packet”. This key may not correspond directly with your apartment number for security purposes. Check the top of your packet for the assigned number. Also, keep your mailbox key in a central location so that you and/or your roommates can access the key easily. Residents are responsible for any replacement keys and associated costs.

- (4) **Tenant Notification Acknowledgement:** This form reviews all basic information about the Centre Region Code Administration as well as the State College Division of the Health and Neighborhood Services.

Important Steps to Follow:

- All residents are required to review and sign the document.
- The Tenant Notification Acknowledgement must be returned to rental office within 48 hours of your move-in date.

Where Do I Park During Move-in?

- (1) For those who opted for a parking contract, you will find your NREM assigned parking space number inside the Move-In Packet.
- (2) Park legally at all NREM properties, on the State College Borough streets and in associated parking garages. Consult the State College Parking Office website or call them directly regarding parking options on residential streets or in downtown parking garages (814-278-4769).
- (3) Refrain from parking in a NREM property parking space *unless* you were assigned a parking contract and space number. Our parking spaces are monitored, and unauthorized vehicles will be towed at the vehicle owner’s expense.

(4) When moving into your apartment, please be patient with the parking situation as many residents may be moving in around the same time.

- Refrain from parking in someone's parking space unless the space was assigned to you.
- When unloading your vehicle, obey all property and street signs.
- Place flashers on and quickly unload your vehicle.

Thank you once again for choosing Nevins Real Estate Management! Please know that we are here to assist you. Stop by or call our office (814-238-3153). You can also reach us via text at 205-588-2571

Some helpful tips for your new apartment:

(This page would be great to hang on your fridge!)

- If you need maintenance **during** business hours, you can text your request to us at 205-588-2571—Your text will come directly to our office. You can also call that number or 814-238-3153. (Please call if it is an emergency)
- If you need maintenance for an emergency **AFTER** business hours—Call our office number (814-238-3153) and select the emergency maintenance option. If it is an emergency, please call the number—don't send a text as texts aren't monitored after hours.
- Some apartments have Garbage Disposals. (Highland Tower, The Lofts and West Beaver Townhomes) Please do not put the following items in the garbage disposal: Rice, Eggshells, potato/onion skins, bones, stickers, paper, pasta, GREASE. These items can clog a disposal and you could be charged for repair.
- Flushable Wipes are NOT flushable. Please don't use them. They will clog your toilet. Please only flush toilet paper.
- If someone is parked in your parking spot after move in, you will need to call Walks Towing 814-238-2886 and have them towed. We do not tow cars, all lots are "You tow" lots. Only the renter of the spot can have someone towed.