

## 160 Durham Avenue FAQ

### New Residents

How do I arrange to see an apartment? *Call Linda at 732-841-0224.*

How do I apply? *Fill out and pay for a lease application, a credit report application and background report application at [home.cozy.co](http://home.cozy.co).*

How do I execute my lease? *Sign, scan and e-mail the executed lease to [eberger@usrealestateacq.com](mailto:eberger@usrealestateacq.com) or take a photo of the signed signature page and e-mail to [eberger@usrealestateacq.com](mailto:eberger@usrealestateacq.com).*

How much do I need to pay upon lease execution? *The security deposit, first month's rent and a half month's broker fee.*

How do I pay my security deposit, first month's rent and broker fee? *Register and pay through [home.cozy.co](http://home.cozy.co).*

Do I need to purchase renter's insurance? *Yes, as it protects you in case of a casualty and can be purchased inexpensively through [home.cozy.co](http://home.cozy.co).*

How do I switch utilities into my name? *Call Elizabethtown Gas for gas (800-242-5830), PSE&G for electric (800-436-7734) and Middlesex Water for water (732-634-1500).*

### Current Residents

Who pays for utilities? *You pay for utilities which get switched into your name. Call Elizabethtown Gas for gas (800-242-5830), PSE&G for electric (800-436-7734) and Middlesex Water for water (732-634-1500).*

How do I make monthly payments of rent? *Schedule payments through [home.cozy.co](http://home.cozy.co) or place a check in the "Nassau" mailbox in the elevator lobby of the building.*

What happens if my rent is late? *There is a \$150 late fee plus you may be evicted from the apartment.*

Whom do I contact if I have a maintenance issue? *Dennis Herlihy at 973-641-0773 or 732-603-9100 (if you are unable to reach Dennis, e-mail the office at [eberger@usrealestateacq.com](mailto:eberger@usrealestateacq.com)).*

Where do I put my garbage and recycling? *In the correct dumpsters in the coral outside of the elevator lobby. Please collapse all large boxes and place behind the dumpsters.*

May I end my lease early? *The lease is a legal agreement and, as such, you have no right to make unilateral changes. However, if you or landlord is able to find a replacement tenant acceptable to landlord who will pay at least as much rent, then you will be charged an administration fee and will be released from further liability.*

What if my roommate leaves? *If your roommate wants to move out, you will each still be responsible for the entirety of the rent due under the lease. If you would like to add a new roommate to fill in for your departing roommate, we will need him/her to fill out an application. We will review the application, and either accept or deny the applicant. If accepted, we will have him/her sign a short one page document, which will formally add him/her to the lease.*

May I paint the walls of the apartment? *You may paint the walls of the apartment as long as you either receive landlord's written permission to leave the new color when you move out or you restore the color to be the same as when you moved in. Otherwise, landlord will charge you for the cost to restore the color.*

What if I lock myself out of my apartment? *You need to call and pay a locksmith to let you back in.*

Where can I park? *You can park in the spaces adjacent to the dumpster coral. Do not park in the spaces in front of the building as those are needed by the dry cleaner and other commercial businesses.*

May I change the locks? *No – You may not change the locks. If you change the locks for any reason, we will charge you to correct what has been changed.*

How does the exterior entrance security system work? *The system provides a safe secure manner in which you and your guests gain entrance into the building. To active the system, e-mail to [relevine@usrealestateacq.com](mailto:relevine@usrealestateacq.com) the spelling of your name(s), your cell number and display for guest to view– either your name (last name, first initial) or your apartment number. Two codes have been selected for each apartment (to be provided by Dennis) – 1/ an tenant access code and 2/ an entrance code for guests. The guest entrance code will be listed in the computerized display along with your name(s) or apartment number. Your phone number will not be displayed. For tenants to gain entrance without your key, simply enter the tenant access code and the system will automatically unlock the entry door. Your guest will review the display, enter your entrance code, the system will dial your phone number, you then identify the person. To allow the person to enter the building press \*5 on your telephone key pad, and the system will unlock the entry door. Please do not allow service people including those from utility companies to enter the building. Service and utility workers who need to enter the building must do so by contacting the Property Manager – Dennis Herlihy at 732-767-1144.*

### Move Out

Can I apply my security deposit to my last month's rent? *Your security deposit is in place to compensate for any damage to your apartment outside of typical wear and tear. Because of that, the security deposit must still be in place when the lease ends, meaning you may not apply it to your last month's rent.*

When should I move out? *You must move out by Noon on the last day of the lease term.*

How do I return my keys and parking passes? *You may leave your keys and parking passes on the apartment kitchen counter and lock the doorknob lock behind you when you leave.*

When do I get my security deposit back? *The balance of your security deposit will be returned within 30 days after you vacate the apartment. Please make sure to e-mail your new address to Robin in the office at [rlevine@usrealestateacq.com](mailto:rlevine@usrealestateacq.com)*

May I use you as a reference for my next apartment? *Yes, although we will be honest so do not use us if you were not a good tenant.*