



Cedar Park Rental Procedure

1. Fill out and mail the application for renting an apartment to Cedar Park Manager, Cedarville University Physical Plant, 251 N. Main St, Cedarville, OH 45314 or email to maint@cedarville.edu.
2. The application will be kept on file and your name placed on a waiting list for available apartments.
3. Contact will be made by email or phone as apartments become available. Usually this will follow a first come, first served basis. Please keep us informed as to where you can be reached if your residence or phone number changes.
4. When an agreement is reached on which apartment you will receive and when you will be moving in, a contract will be issued and signed by you and the manager. A security deposit equal to one month's rent is due when signing the lease.
5. With the contract there should be a list of utility suppliers that you will need to contact prior to moving into the apartment. We try to make the transition for you, as well as the supplier, as smooth as possible.
6. The first month's rent is due to the Cedarville University Cashier's Office on or before the agreement date specified in the contract. You will need to make arrangements to pick up your apartment keys in the Operations Center office.
7. When moving in, please do not drive on the lawn. You also will need to complete the Check In/Out list which you will get from the office before you move in.
8. The Cedarville University Physical Plant maintains these apartments. Any routine repairs or problems need to be submitted online through the Maintenance work order system at cedarville.edu/workorder. If not possible, they are to be called in to the maintenance office at 937-766-2780 or 937-766-7774 Monday – Friday, 8 a.m. to 5 p.m. Emergency requests should be called in as soon as the problem is noticed. After hours, holidays or weekends please call Campus Safety at 937-239-6491.
9. When preparing to leave the apartment, send an email or written notice to the manager. You are asked to give 30 days' notice of your intent to vacate the unit. If you give less than this notice, you are responsible for the rent 30 days after we receive written notice of your moving. If we can locate someone to move in before the 30 days expire a refund of some of

your rent might be possible.

10. Upon receiving your notice of moving, the manager will send you a list with your moving out responsibilities.
11. When you are ready to move, you will need to contact the manager at 937-766-2780 or maint@cedarville.edu who will give you the Check In/Out Form you filled out when you moved in. She will go over your moving details with you. You will need to fill out the Check In/Out Form and return it to the manager before you leave.
12. Return your keys to the manager. Monday – Friday 8 a.m. to 5 p.m., return to the Operations Center on University Blvd. For after hours, you will need to make arrangements directly with the Manager.
13. After the unit has been inspected and found in good condition, the university will refund your security deposit. If damage is found, you will receive notification of the damage and the amount withheld from the security.