

Welcome!

Your satisfaction is our business! And we'll do our best to make sure your stay feels just like home. If you'd like one or more of the following, just give us a call. Reasonable fees may apply.



ADDITIONAL ITEMS AND SERVICES

Roll-Away Bed, Desk and Chair
Housekeeping Service (Weekly, Bi-Weekly, Monthly)
Smart TVs, Wi-Fi Services, Garage

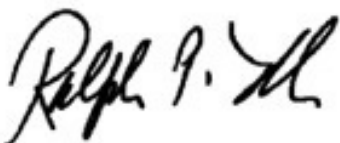
FOR

1. Repairs and maintenance
2. Issues related to utilities, Smart TVs, and internet services
3. General information related to move-ins, move-outs, inventory, etc., please contact our 24-hour maintenance number (See move-in instructions).



For critical, after-hour emergencies that cannot wait until the next business day to be reported, please contact your provider.

We hope you're more than satisfied during this stay with AHI and that you'll call AHI every time you need temporary housing - no matter where that may be...anywhere across the country. We're always only a phone call away.



Ralph Moore
President and CEO

AHICH Team
contact@ahicorporatehousing.com

MOVE-IN PROCEDURES

(Check Smart TVs and internet to make sure you have the proper passwords to sign in to your wireless network. Check the microwave, TV, etc. for proper working condition. Confirm all items on inventory list are present. Promptly notify your housing provider of any concerns.

NOTE: The inventory list is included in this Guest Reference Guide. Please notify your provider within three (3) days after move-in to report any items missing from the inventory list. If you fail to notify your provider within three (3) days after you move-in, you will be responsible at move-out for the replacement cost of missing items.

**Inventory items may vary due to apartment amenities or community guidelines.*

RENT PROCEDURES

As stated in your lease, your monthly rent payment to your provider is due on the 1st calendar day of each month. Most major credit cards are accepted. With prior approval by your provider, an invoice can be sent directly to your company for payment. You may prepay the total rent amount with a single payment, if interested. Rent is considered "late" if it is not received by your provider by 5:00 p.m. on the 5th day of each calendar month. Your provider charges a 10% (of rent amount) late fee for all rent payments received by your provider after the 5th calendar day of each month. Your provider charges a \$50.00 and any applicable fees for any returned checks.

PET PROCEDURES

Although most of our units are pet friendly, as providers we must adhere to the specific guidelines established by the apartment community. Please contact your provider regarding the pet policies for your community. No pet is allowed in an apartment without prior written approval from your provider and signed a Pet Agreement. A non-refundable pet fee is required. Violation of rules concerning pets will automatically violate your agreement with your provider causing you to forfeit all deposits, incur a pet fee and could result in immediate removal of the pet.

MOVE-OUT PROCEDURES

Unless you agreed in writing at the time you signed your lease to a pre-determined move out date, you are required to deliver to your provider, in writing, a notice of your intent to vacate the apartment. Please refer to your lease agreement as to the number of days required for written notice. In order to eliminate the chance of your apartment being re-rented prior to the date you are ready to leave, the notice period begins from the time the written notice is received by your provider not from the time you send it. You must vacate the apartment no later than 12:00 noon on your scheduled move out day. Please put all perishable foods in an outside trash receptacle, place any dirty dishes in the dishwasher, dirty linens on the beds, and dirty towels on the bathroom floor. Please place one door key in the lockbox and all extra keys on the kitchen counter along with all gate cards, remotes etc. Please DO NOT turn anything into the community leasing office. Missing key charges are as follows: \$125.00 for each missing key and \$150.00 for each missing gate card and remote. Please be sure to double-check the entire apartment home for all personal belongings. All personal belongings left behind will be presumed abandoned.

POOL RULES

- Abide by the apartment community rules posted at the pool.
- No diving, running, or rough play in or around the pool area.
- An adult must accompany children under the age of 16.
- Beverages must be in cans or plastic containers. Glass is NOT allowed. Please return pool furniture to its proper place.
- Please use the trashcans and ashtrays provided.
- Please keep music down to a moderate level.
- Quiet swimming may be permitted after evening hours.
- Oily suntan products are not allowed.
- If you need to use the clubhouse bathroom, please dry before entering.

SAFETY INFORMATION

Please be sure you know the emergency phone numbers for the area. If there is an emergency, promptly call 911 or the local police department. Always be aware of your surroundings and the people in your area. You may want to get to know one or two of your neighbors. Don't answer your front door without prior verification. You will always be notified if any of our team members need to access your unit for any reason. Check to see that all entry doors, sliding doors, and windows are locked at night or when you are leaving the apartment. Don't display or leave your keys in a public area.

If you notice something suspicious around the property, report it to the proper authorities, your provider, and the property office. Take the proper precautions to protect your vehicle. Do not display car accessories or valuable items in your vehicle. Lock your car doors and windows at all times. Please make sure there are no items in the breezeways obstructing the walk area. Check for the proper exterior lighting. Please contact building maintenance regarding any lights not operating properly.

Make sure that children play only in the designated areas of the apartment complex and are watched at all times. Do not leave your pets unattended and make sure they are on a leash at all times. Please clean up behind your pets and properly dispose of waste.

CAUTION: Use precautions when using all electric appliances. Never put fingers or hands into a waste disposal. If disposal is jammed or an object needs to be removed from it, first turn the power switch to OFF. When attempting to loosen a jam in a waste disposal, use a long wooden object such as a wooden spoon or broom handle. When removing an object from the waste disposal, use non-magnetic tongs or pliers. To reduce the risk of injury by materials that may be expelled by a waste disposal, do not put clam or oyster shells, drain cleaner, glass, china or plastic, bones, metal, tin cans, aluminum foil, whole cornhusks, etc. in disposal.

HIGH SPEED INTERNET

We offer our guests free Wi-Fi service. Using our service is easy – just follow these simple steps.

WI-FI CONNECTION:

Go to the Wi-Fi setting on your computer, tablet or smart phone

- Select the Wi-Fi network that is listed on the Wi-Fi info card provided in your apartment
- Enter the Wi-Fi network password located on the same info card & select "connect"
- You are now connected to the Wi-Fi & ready to use the internet.

COMPUTERS REQUIRING AN ETHERNET CABLE TO CONNECT TO THE INTERNET:

Using the ethernet cable provided (looks like a wide phone cord), connect one end to one of the ports labeled 1, 2, 3 or 4 on the back of the wireless router. Connect the other end in the ethernet port on your computer. You are now ready to access the internet.

If you have technical difficulties we can assist you. Give our 24-hour maintenance a call. (See move-in instructions)

There is a \$250 charge for internet equipment that is removed from the apartment.

IMPORTANT

Please make sure you sign out from all TV platforms used during your stay (Example: Netflix, Hulu, etc.)

Enjoy your stay!

Appliances and Housewares

Kitchen

Full Size Refrigerator
Dishwasher
Stove
Microwave
Toaster
Coffee Maker/Keurig
Electric Can Opener
Can Opener
Wine Opener(2,4 or 6)
Wine Glasses (6)
Small Glasses (6,8 or 10)
Large Glasses (6,8 or 10)
Plastic Tumblers (6)
Coffee Mugs (6,8 or 10)
Ice Cream Scoop
Tong
Cheese Slicer
Peeler
Pizza Cutter
Whisk
Knife Block
Crock for Utensils
Spaghetti Fork
BBQ Fork
Ladle
Liner
Rubber Spatula
Colander
Mixing Bowls
Microwave Bowls
Large Measuring Cup
Measuring Cup Set
Measuring Spoon Set
Silverware Set
(Forks/Spoons/Serving
Spoons/Knives)
Steak Knives
Silverware Tray
Cookware Set (Pots and Pans)
Skillet & Non-Stick Skillet
Cookie Sheet
Casserole Dish
Cutting Board
Stoneware - plates, salad
plates, and bowls (6, 8, or 10)
Juice Pitcher
Paper Towel Holder
Trash Can
Kitchen Towels (2)
Sink Cloth (2)
Dish Sponge
Oven Mitt/Pad
Hot Plate
Salt and Pepper Shakers
Kitchen Mat

Bedrooms

32-40" TV
Comforter (1,2 or 3)
Blanket (1,2 or 3)
Mattress Pad (1,2 or 3)
Pillows (4)
Pillow Cases (4)
Pillow Liners
Throw Pillows
Sheet Sets (Flat & Fitted Sheets)
Hangers (10, 20 or 30)
Bed-Skirt
Charging Station

Bathrooms

Shower Curtain (1 or 2)
Bath Towels (6, 8 or 10)
Toilet Paper (1 or 2) (start-up supply)
Hand Towels (6,8 or 10)
Wash Cloths (6,8 or 10)
Bath Mat (1, or 2)
Wastebasket (1 or 2)
Bowl Brush (1 or 2)
Soap dish (1)
Shower hooks

Closets

Broom
Mop and Bucket
Vacuum
Dust Pan
Ironing Board
Iron
Washer and Dryer
Laundry Basket
Light bulbs

Misc.

High Speed Internet and Wi-Fi
All Utilities
Modern Decor

Standard Furniture Package

Living Room

Television
Sofa and Loveseat (or Chair)
Coffee Table
One or Two End Tables
One or Two Lamps

Dining Room

Dinette Set
Placemats/Napkins

Bedrooms

Queen Size Bed & Headboard
Dresser or Chest of Drawers
One or Two Night Stands
One or Two Lamps
3 way plug | Alarm Clock (if provided)

Patio Furniture

Chairs
Table

Optional

Cable Package (additional cost)
Housekeeping

Upon Request Pet Package

Blanket | Food Scoop
Placemat | Water Bowl

Work From Home Package

Work desk or Table | Task Lamp | Work Chair

DVD Player