



Welcome to Stadium Suites!

We are pleased that you have chosen to make Stadium Suites your new home! Please review the following information to familiarize yourself with Stadium Suites' Policies and Procedures. Do not hesitate to contact the Leasing Office with any questions you may have. Staff can be reached via email: StadiumSuitesLeasing@jmgrealty.com or via phone: 803-779-3280. Please note that all hours listed below are subject to change.

We look forward to having you as our resident!

OFFICE HOURS AND CONTACT INFORMATION

LEASING OFFICE

Monday – Friday 9:00 AM – 6:00 PM

Saturday 10:00 AM – 5:00 PM

Sunday 12:00 PM – 5:00 PM

Phone: 803-779-3280

Fax: 803-779-3790

Email: StadiumSuitesLeasing@jmgrealty.com

Mail: 112 Silo Court, Attention: Leasing Office, Columbia, SC 29201

After Hours Emergency Maintenance/Courtesy Officer: 803-779-3280

CLUBHOUSE

Monday – Friday 9:00 AM – 6:00 PM

Saturday 10:00 AM – 5:00 PM

Sunday 12:00 PM – 5:00 PM

YOUR PROFESSIONAL MANAGEMENT TEAM

Property Manager..... Lovonda McClinton

Leasing Manager..... Diana Sas

Marketing Manager..... Alexis McGill

Community Assistant	Ashley Pilgrim
Community Assistant	Deadrake Epps
Community Assistant	Isaiah Devoe
Community Assistant	Korey Jefferson
Community Assistant	Ladson Carter

YOUR PROFESSIONAL SERVICE TEAM

Service Supervisor	Travis Capron
Service Technician	Ronnie Willis
Service Technician	Nikki Willis
Groundskeeper	Stephanie Hager

RENT PAYMENTS

Payments are due on the 1st day of each month. **Late fees are applied to payments not received by the close of business on the 5th day of the month and after.** All rent payments must be made by **personal check, cashier's check, Resident e Money Order, or via the online portal at www.scsuites.com** (this service will be available after move in). Rent may be paid online with a debit/credit card or bank account for an additional service charge per transaction. Company policy prohibits the acceptance of cash and money orders (money orders are accepted for the initial payment only). Please include the resident's name, apartment number with bedroom letter, and telephone number on payments. Payments can be made in the office, via the Rent Drop Box which is accessible through the Clubhouse, on the community website, or by mail to **112 Silo Court, Attention: Leasing Office, Columbia, SC 29201.**

Rental payments will be processed electronically. Using this system, your checks will be converted into electronic transactions and processed through the Automated Clearing House (ACH) network—the same system commonly used for direct deposit payroll.

RENTER'S INSURANCE

We strongly recommend that you contact an insurance agent to purchase Apartment Dwellers Insurance to cover your personal belongings against fire, burglary, and water damage, as well as personal liability. **Your personal belongings are not covered by the Stadium Suites.** If you are a legal dependant of a parent or guardian, you may be covered under that person's homeowners insurance. Your parent or guardian should check with their insurance carrier to determine this.

PARKING

Each resident will be provided ONE parking permit which must be utilized to legally park a vehicle on the property. We do not have assigned spaces; however, parking is permitted in designated parking spaces only. If you are parked over the lines or in an unlined parking space, **YOU WILL BE TOWED AT YOUR OWN EXPENSE.** Handicap Parking Spaces are reserved for those with a Handicap Parking Permit ONLY. You will be towed at your own expense for parking illegally in these spaces.

FURNITURE

List all items provided. (Furniture packages may vary)

- Two Sofas
- One end table
- One coffee table
- One entertainment stand
- One Dining Table
- Four Dining Stools
- One Full XL bed
- One dresser
- One built in desk
- One desk chair
- One nightstand

Personal items such as linens, shower curtains, cookware, dishes, garbage cans etc. are not provided. Only the pieces of furniture listed in the paragraph above are provided. We suggest that you contact your roommates prior to move-in to determine what each person will bring for the common areas.

APPLIANCES

Each apartment is equipped with:
Full size washer/dryer, Dishwasher, Stove, Refrigerator w/ ice maker, Microwave, Garbage Disposal

INTERNET CONNECTIONS

There is Ethernet Internet service in every bedroom. The service is already activated through Time Warner Cable. There is also community-wide Wi-Fi available both in the units as well in common areas of the community.

MISCELLANEOUS

All windows are equipped with white blinds. There are no other drapery rods in place.
Shower curtains are not provided and you will need to purchase and install a mattress cover on the bed you have been provided.

MAINTENANCE & SERVICE REQUESTS

You can request maintenance service by phoning the leasing office during business hours at **(803) 779-3280**, or through your resident portal account which is accessed via our website at www.scsuites.com. For emergency maintenance issues after hours, please call the office number and your call will be answered by an answering service who will direct your call to the correct destination.

KEYS, LOCKS, GATE OPENERS and LOCK-OUT PROCEDURES

You will be given a key for your apartment and bedroom. There is a \$50 fee for key replacements and lock changes requested by the resident while residing in the apartment. The after-hours lockout fee is \$50.00 which is due at the time the service is provided and is required to be paid in cash. Amenity Access Fobs will also be given out to all residents. A fee of \$50.00 will be charged for any damaged or lost fobs.

FIRE DRILL/EVACUATION

In the event of a fire or any emergency, please dial **911** immediately. For any fire drill or fire emergency, please evacuate the building immediately.

TRASH DISPOSAL

All trash and garbage must be placed in either the trash compactor located street side on Silo Court or in one of the dumpsters that have been placed throughout the community. Residents need to place trash inside of trash compactor door or dumpster, not in the surrounding area. No trash should be left in the apartments, common areas, hallways, balconies, or similar areas. There will be a reasonable charge of **\$25 per item/bag** for violation of this provision as well as littering by the Resident. Please work with us to keep our community beautiful!

PETS

Pets or any animals are prohibited from being brought into Stadium Suites without the express written consent of the Landlord. Pet prohibitions apply to all mammals, reptiles, birds, fish, and insects. In the event of a violation of this rule, a **\$150 fine per animal per occurrence** will be assessed against the Resident and the pet must be removed from the premises immediately. **All pets must be pre-approved by the Leasing Office prior to moving in and must be approved in writing by all parties living in the space the pet will occupy.**

RECREATIONAL and OTHER FACILITIES- Hours of Operation

Swimming pool	10 am- 10 pm
Hot tub	10 am- 10 pm
Fitness center	24 hours
Tanning beds	M-F: 9am-6pm; Sat: 10am-5pm; Sun: 12pm-5pm
Business Center	24 hours
Clubroom	M-F: 9am-6pm; Sat: 10am-5pm; Sun: 12pm-5pm

*Hours subject to change.

MAIL AND PACKAGE DELIVERY

Mailboxes for buildings 1-4 are located next to the Fitness Center. Mailboxes for buildings 5-11 are located at the mail center in front of the community basketball courts. Please be sure to check your mailbox regularly. **Mailboxes are emptied and all mail is returned to the perspective sender once the mailbox has reached capacity.** When packages are delivered that will not fit in your mailbox or arrive when you are not at home, we will accept them in the office for you. You should be notified by the respective carrier or our packaging system, and **you will need to bring a photo ID to pick up your package within 3 days of delivery. After 3 days, we will send the package back to the sender.**

CAMPUS TRANSPORTATION

Stadium Suites offers a shuttle service to and from the University of South Carolina. A schedule of the pick up times will be provided at move-in. Please note that while this service is available, it is provided on a first come, first served basis and is a courtesy service only. It is not intended for any other purpose than to transport students to and from campus.

ROOMMATE REMEDIATION PROCESS

If you encounter issues with your roommates and would like help in remedying the situation, please fill out a roommate mediation request form or schedule an appointment in the front office. A staff member will call and set up a time for you and your roommates to meet and solve the problem.

ROOM CHANGES

Because community living can be a difficult adjustment, Stadium Suites does allow room transfers. There is a \$300 transfer fee to cover turning the vacated room, administrative costs, and cutting of new keys. Adjustments will be approved only as space and conditions allow. Management reserves the right at any time to change room assignments in the interests of health, discipline, or the general welfare of our residents.

QUARTERLY INSPECTIONS

To ensure that Stadium Suites remains in pristine condition, we perform quarterly inspections. Per your lease agreement, we or any such serviceman may enter your apartment by key, leaving notices, at reasonable times for the purposes of repair, extermination, emergency, safety and fire inspections, or quarterly maintenance inspections. We will notify you of these inspections the best we can via email or flyer notices to your apartment. Please be aware that we will be entering your apartment periodically and appointments are **NOT** necessary.

Please contact the leasing office with any additional questions that you have or if any of the information provided is unclear to you.