

# JJ Land Company

## MOVE IN PACKET



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Please read this packet in its entirety. This packet contains vital information for move in, tenancy and emergency situations.

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# JJ Land Company

## Contact Information: JJ Land Company & Affiliates

- JJ Land Company: Office Hours
  - Monday – Friday: 9am – 7pm
  - Saturday: 10am-4pm
  - Sunday: Closed
- JJ Land Company: Office Phone
  - 412-363-1033
- JJ Land Company: Fax
  - 412-363-7141
- Peoples Gas
  - 412-395-3050
- Columbia Gas
  - (Bellevue area only)
  - 1-888-460-4332
- Duquesne Light
  - 1-888-393-7100
- West Penn Power
  - (Cheswick & Springdale area only)
  - 1-800-686-0021
- Verizon
  - 1-800-660-2215
- Comcast
  - 1-800-934-6489
- State Farm – Renters Insurance
  - 412-221-4208
- Residential Permit Parking
  - 412-560-2559
- Refuse
  - 412-255-2774
- Professional Carpet Systems
  - 412-373-6060
- Pittsburgh Parking Authority
  - 412-560-7275



**Emergency Phone**

- JJ Land Company: Emergency Maintenance
  - 412-224-1054
    - In case of emergency after office hours.
      - Gas leak, water leak, no heat, etc.
    - During office hours all the office number for emergencies.

# JJ Land Company

## Rental Payments Rental Payments

All payments are due by the 5<sup>th</sup> of the month.

Any payment made after this date will incur a late fee.

### Options:

1. Drop off in our office or 24hr mail slot on left side of main entrance by check or money order, **cash is not accepted.**
2. Mail rent by check or money order only, to our office address:
  - JJ Land Company  
5738 Baum Blvd  
Pittsburgh, PA 15206
3. Schedule a direct withdrawal payment through your personal bank to be sent to our office via electronic check.
4. Pay online with **Appfolio** via your online tenant portal:
  - Credit, Debit or ACH



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## Winter Heat Notice

- As per the lease, at all times tenant(s) are required to keep a minimum temperature in their unit of 55 degrees to avoid pipes from freezing.
- During times of the year where the weather could drop below 55 degrees please never turn off you heat or set it below 55 degrees as this puts the entire building at risk of freezing pipes and breaking.
- Damages caused by tenant(s) negligent reduction in heat will be at the tenant(s) expense.



- “If LANDLORD provides heat, it will be maintained between 68 – 72 degrees, at LANDLORDS discretion. If TENANT pays for the heat, tenant must maintain heat at a minimum of 55 degrees to prevent freezing.”

- “LANDLORD reserves the right to pay any utility service or damage charge, etc., and bill TENANT, if TENANT is responsible for the charge. This charge will be considered additional RENT. Failure to pay these charges will be considered default under this LEASE.”

# JJ Land Company

## RENTERS INSURANCE NOTICE

- Landlord does not insure tenant's personal property. Tenant must purchase insurance coverage for the personal property of tenant, occupant and tenant's family or guests and to insure against claims for casualty or for personal injury or death.
- LANDLORD is not responsible for any loss, expense, injury or damage to any person or personal property caused by items including but not limited to:
  - Theft; or
  - Fire; or
  - Ice, snow or rain; or
  - Water; or
  - Plumbing or pipe leaks; or
  - Malfunction of appliances; or
  - Interruption of any utilities; or
  - Power surges and/or
  - Criminal acts.
- If tenant(s) incur any sort of loss, expense, injury or damage they can submit a claim for their renters insurance for reimbursement.



## REPAIRS NOTICE

- General Maintenance:
  - To report any general maintenance requests please contact the JJ Land Company's office by:
    - calling the office at 412-363-1033;
    - submit a maintenance request form on [www.jjlandapartments.com](http://www.jjlandapartments.com);
    - email [repairs@jjlandapartments.com](mailto:repairs@jjlandapartments.com).
- Emergency Maintenance:
  - To report emergency maintenance **during office hours** please call the JJ Land Company's office at 412-363-1033
  - To report emergency maintenance **after office hours** please call the JJ Land Company's office at 412-855-3595



**NEVER EMAIL OR SUBMIT AN ONLINE MAINTENANCE FORM FOR ANY EMERGENCY SITUATIONS.**

# JJ Land Company

## Parking Notice

- Parking lots and garages are for tenant use only and require JJ Land issued parking tags at all times.
- Any vehicle towed will be at the TENANT(S) expense.
- Guests are not permitted to park in TENANT parking areas.
- Please keep the JJ Land issued parking pass in plain view attached to the rear view mirror to avoid being towed.
- If parking is provided by landlord, it is the tenant's responsibility to request a parking tag for their vehicle and to provide landlord with their vehicle information.



If tenant(s) or tenant's guests are towed please contact Travis Towing at:  
**412-904-3311**

## Utility Setup Notice

- If you are responsible for paying utility service, please setup service in your name(s) for the date your lease starts.
  - If you are not sure which utilities you are responsible for, refer to your lease or contact our office.
- Contact information for the utility companies are located in this packet and online.
  - If possible, try to call the utility companies at least 3 weeks prior to your move in date.
- Having the utilities turned on in the tenant(s) name(s) by 5pm on move-in day is a requirement of the lease.
- Never transfer water, sewage or trash pickup into your name(s), if you are responsible for these utilities they will be payable through the JJ Land Company.
- JJ Land Company does not allow the attachment or installation of a satellite dish onto any of our properties for any reason without our direct permission.
  - Any dish found installed will be immediately removed and the costs or removal and damages caused by the dish will be forwarded to the tenant(s).



# JJ Land Company

## Lease Renewals

- **\*\*\*THIS LEASE AUTO RENEWS\*\*\***
- Lease Renewal Forms will be sent at least three months prior to lease expiration through Appfolio unless otherwise requested.
- Make sure you have proper updated contact information on file with us in order to receive our forms properly.
- Please sign online or print and return it to the JJ Land Company by the date listed on the form regardless of whether you are renewing or not.
- If you do not return the signed “*Lease Renewal Form*” by the date listed on the form, the lease will automatically renew; as per your lease.
- If you do not receive a lease renewal, please let us know in writing at least 90 days prior to your lease expiration.



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## Pet Notice

- The JJ Land Company Pet Agreement is required for and all pets to occupy a rented unit.
- The JJ Land Company does have specific breed and animal restrictions and not all buildings accept all types of pets.
- There is a maximum of two pets at any given time.
- A sample Pet Agreement with additional details is for download on the JJ Land Company website for review.



**ALWAYS CHECK THAT YOUR PET WILL BE APPROVED PRIOR TO GETTING A NEW PET.**



# JJ Land Company

## Garbage Notice

- Garbage Pick-Up Day: Please visit [www.pgh.st/#](http://www.pgh.st/#)
- TENANT(S) are responsible for providing their own garbage cans(s) if a dumpster or toter is not located at the building of their leased unit.
- Place garbage in closed plastic bags for either toters or dumpsters. The city of Pittsburgh will not remove loose garbage or sealed plastic bags that are not in a can or dumpster.
- Do not store garbage on the common grounds of the building.
  - Porch, hallways, balcony, driveway, yard etc.
- Garbage receptacles should only be placed on the sidewalk on the evening before pick up no earlier than 7pm.
- It is the TENANT'S responsibility to return garbage receptacles to the back of the building on the day of garbage pick up to later than 7pm.
- The City will assess fines to any TENANT(S) who do not comply with city regulations.
- LANDLORD will assess a fine to TENANTS who:
  - Litter or overflow the garbage can, toter or dumpster areas.
  - Do not return garbage cans or toters to the back of the building.



## Laundry Care and Tips

\*\*All JJ Land Company laundry washers are HE machines! \*\*

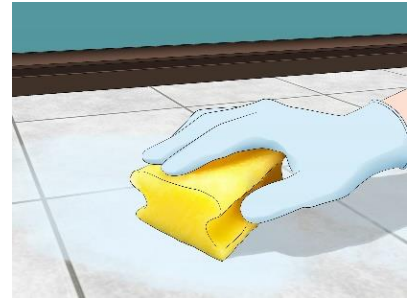
- **Always**, always use detergent made for high-efficiency (HE) machines.
- Regular detergents can damage the machine.
- Use less liquid fabric softeners and/or bleach.
- Remove finished loads immediately. *Do not* let damp clothes sit in the machine.
- When not in use, leave the door of the washer open for air circulation.
- Always remove all lint from the lint trap after each use of the dryer.
- Equally distribute loads in machine.



# JJ Land Company

## Tip on Mold Sheet

- Opening windows or running the fan helps circulate air in the unit.
- In damp or rainy weather conditions, keep windows and doors closed.
- Maintain a temperature of between 50 and 72 degrees within your apartment at all times.
- Clean and dry the walls and floors around the sink, bathtub, shower, toilets, windows and patio.
- Use bathroom fan or open window when bathing or showering.
- Do not overflow closets or storage areas. Ventilation is important in these spaces.
- Immediately report to the management office any evidence of a mold growth, water leak or excessive moisture in your apartment, storage room, garage, or any common area.
- Immediately report to the management office any failure or malfunction with your heating, ventilation, air-conditioning system, or laundry system. Do not block or cover any of the heating, ventilation, or air-conditioning ducts in your apartment.
- Immediately report to the management office any inoperable windows or doors and/or any musty odors in your apartment.
- In cold weather months it is important to make sure your furnace filter is changed every 2-3 months.



## Tips For Caring For Your Floors



### Laminate and Hardwood Flooring

- Use a dust mop, soft bristle broom or a vacuum cleaner to remove dust and dirt.
- Avoid wet-mop cleaning with water or liquid cleaners.
- Wipe up spills and spots immediately with laminate floor cleaner.
- Use ice to harden tough substances like wax or chewing gum, and then gently scrape away.
- Place mats in high-traffic areas.
- Use felt tips to the feet of your furniture.
- Keep pets' nails trimmed and their paws clean.
- Don't use oil soaps, liquid or paste wax, or other household products containing lemon, citrus, or tung oil, or silicon 2-in-1 cleaners that contain acrylics or urethane to polish or clean floors.

### Carpet Flooring

- Always treat the affected area immediately.
- For spills, add water and blot, using detergent sparingly if needed. Then, using the highest suction function, vacuum, adding more water to the stain as you go until completely clean.
- Vacuum your carpet regularly to prevent soil from embedding itself in the pile.
- Use scissors to clip sprouts and snags. Don't pull them—you might damage the carpet.



# JJ Land Company

## REFER A FRIEND

REFER A FRIEND TO THE  
JJ LAND COMPANY AND YOU WILL RECEIVE A  
ONE TIME CREDIT OF:



\*New tenant must sign one year lease.

\*Referral bonus will be deducted from your rent.

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REFeree NAME: \_\_\_\_\_  
REFeree ADDRESS: \_\_\_\_\_  
REFeree SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

REFerral NAME: \_\_\_\_\_  
REFerral ADDRESS: \_\_\_\_\_  
REFerral SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# JJ Land Company



## FITNESS FACTORY

212 S. HIGHLAND AVE.  
PITTSBURGH, PA 15206  
fitnessfactorypgh.com  
412-362-6303

**PRESENT THIS FLYER AND RECEIVE...**  
**10% OFF ANY MEMBERSHIP**

VALID ONLY FOR JJ LAND TENANTS.  
NOT GOOD WITH ANY OTHER OFFER.



## URBAN *Tap*



**10%  
OFF**

**FOR  
JJ LAND  
COMPANY  
AND  
RESIDENTS**

216 HIGHLAND AVE

HAPPY HOUR 4:30-6:30 : INCLUDES  
\$2 OFF APPS, HALF OFF BEERS

# JJ Land Company

**10% OFF  
YOUR NEXT PURCHASE**

(when you mention this ad)

- Custom Made Ice Cream
- Sensations
- Smoothies
- Milk Shakes
- Italian Ice

## Welcome to the Neighborhood!

Using liquid nitrogen we hand mix and blast your flavor of choice at -321 Fahrenheit, creating any flavor right here on the spot, giving you an experience you aren't going to find anywhere else. Creating a more dense product, with less air and ice crystals, you can have your ice cream, your way, every time. Just fresh, creamy, smooth ice cream. We also cater to your dietary needs. In addition to our original, custard and yogurt creams, we also offer low fat, vegan, lactose-free, gluten-free, and sugar-free.



206 S. Highland Ave.  
Pittsburgh, PA 15206

412-362-7820 (SUB0)

### Hours

Sun-Thurs.: 12-10 pm

Fri-Sat: 12-11 pm



Join our **LOYALTY** program and earn **\$0.10** for every **\$1** spent to use towards some sensational treats!



# JJ Land Company

Furniture for Lease. *Furniture for Life.*™



**P PITTSBURGH FURNITURE**  
LEASING & SALES

(412) 321-8400  
1200 Chateau St. Pittsburgh, PA 15233  
[www.PittsburghFurniture.com](http://www.PittsburghFurniture.com)

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**P PITTSBURGH FURNITURE**  
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Pittsburgh's most historic furniture warehouse holds a wide variety of styles and choices for your living room, bedrooms, dining room, art & accessories to compliment your space and fit within your budget. We specialize in short term leasing for those needing a "home away from home."

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# JJ Land Company

1918 Murray Ave, Pittsburgh, PA 15217



**INSTAGRAM:**  
**steal\_city\_vintage**

**VINTAGE/Y2K/DESIGNER/HYPE**