



## AHEC Office of Regional Primary Care Education

Greensboro AHEC Apartments

Are located at The Pointe at Irving Park Apartments

Apartment Address: 3100 N. Elm Street, Greensboro NC 27408



We no longer use **keys** for Greensboro AHEC housing we use **Key Codes now**. The key codes are listed on the housing confirmation that was emailed by the housing coordinator prior to check-in.

### **WE PROVIDE:**

- Fully-furnished two-bedroom apartment with two full bath
- Two twin beds in each bedroom – EXPECT APARTMENT-MATES
- Microwave oven
- Color television with basic cable
- Heating/air conditioning
- Dishes, pots and pans, etc. provided
- On-site laundry facilities/some units have a washer and dryer installed
- Wi-Fi

### **YOU WILL NEED TO SUPPLY YOUR OWN:**

- Bed and bath linens (Twin size sheets)
- Toiletries and paper products
- Cleaning supplies
- Food
- Renter's Insurance if desired

*If you have any questions, please contact Tonya Baldwin at (336) 832-8566.*

**HERE'S WHAT YOU NEED TO KNOW!!!!**

**CONTACTS FOR ASSISTANCE:**

Apartment Property Management Team & Maintenance- 336-282-8090

AHEC- ORPCE Coordinator/Tonya Crawford 336-832-8566 office hours are 8:30 am-5:00 pm  
Emergencies-Greensboro Police/Fire Dept. 911

**APARTMENT PROPERTY MANAGER**

Normal repair/replacement problems (light bulbs, clogged drains, Cablevision/TV, etc.)

- Any incidents of vandalism, theft, or individuals who appear "out of place"
- Emergency situations, (no power, heat, broken water pipe)
- If you cannot get into your apartment and the key code is not working, contact the property manager, during normal working hours - Maintenance after hours.

**Wi-Fi:** The wireless network at our AHEC apartments is free for students. The password for access can be found on your housing confirmation. The AHEC office is not responsible for providing technical support for your computer devices as this will need to come from the manufacturer or issuing body. Our servicer Time Warner Cable (Spectrum), however, will provide support if it is a technical connection issue. Their contact information is 1-855-707-7328.

**FIRE:** There are smoke alarms in each apartment. **Do not remove the batteries for any reason.** Contact the Apartment Property Manager if the detector should start to beep and she will have the batteries replaced.

Fire extinguishers are located in the breezeways of the apartments. These are suitable for any type of fire. Familiarize yourself with their location. In the event of a fire & you are able to put a fire out, call 911.

A few of the apartments have fireplaces; please **do Not** burn them as they are non-working. Please do not burn candles in the apartments.

**LAUNDRY FACILITIES:** Laundry is onsite at the property's clubhouse: The code to access the laundry room & fitness Center - 341 Available 24 hours.

**MAIL:** You can arrange for your mail to be temporarily sent to your apartment, but will need to arrange it with the post office and obtain a key from the property management on site.

**MONTHLY PROFESSIONAL SERVICES:**

Within the first **OR** last week of the month (depending on how the dates fall) we have a cleaning service come in to do a "general" cleaning (clean bathroom, dust and vacuum only) of the apartments. Please note this is a once per month, "general cleaning" only. When they are expected to come, you must have your apartment neat, which includes clothes, dishes and personal items put away. **This is not an optional service and our contract does not allow for rescheduling of services. When the cleaning staff arrives you are not authorized to deny entry or to request a return at another time!**

**PARKING:** There are not assigned parking spaces but please park as close to your apartment building as possible.

**PETS:** NO PETS ARE ALLOWED AT ANY TIME!

**TELEPHONES:** Please use personal cell phone

WE HOPE YOU HAVE HAD A PRODUCTIVE AND PLEASANT STAY IN GREENSBORO!  
BEFORE YOU LEAVE PLEASE NOTE THAT YOU ARE RESPONSIBLE FOR THE FOLLOWING:

1. All garbage should be removed from the apartment on a daily basis and taken to the dumpster. The garbage compactor/ dumpster is located at the entrance of the apartment complex.
2. It is **YOUR** responsibility to clean the apartment for the next tenant. Due to the various rotation schedules, it is impossible to clean each apartment after each rotation. **Therefore, it is each tenant's responsibility to clean the apartment prior to departure for the next tenant coming in. We EXPECT the apartment to be swept or vacuumed, the bathroom to be cleaned, and the apartment furniture to be dusted prior to check out. Remove ALL food items from the refrigerator and freezer. Please remove all personal belongings from closets. Your deposit will be forfeited if you leave items.**
3. We expect all furniture to be in its original position. Please do not remove lamps, t.v., tables, couches beds, etc.
4. Turn off all lights and air conditioner when leaving the apartment.
5. **DO NOT PUT THE SAFETY CHAIN ON THE DOORS.** It is imperative that the chain lock be left "OFF" of doors so new tenants can enter the apartment.
6. Double check the lock on your apartment door when you leave/check out of your apartment to make sure that it is locked.
7. All apartments must be vacated by Noon following the last day of your rotation unless other arrangements have been made with the housing coordinator.

**\*\*Failure to comply with any of the above may result in future requests for Greensboro AHEC Housing to be denied and forfeit of security deposit. Any non-compliance will also be reported to students Course Coordinators. The \$50 housing deposit will be forfeited.**