



WELCOME TO THE GROHMANN TOWER

Hello 2021-2022 Tower Resident: I hope you are well and enjoying your summer. I wanted to send you additional information on the upcoming academic year along with move-in information for the Grohmann Tower. We are pleased and excited that you will be residing with us. We truly hope you enjoy your time with us.

Please read over the information below. If you have any questions, or if your circumstances or information has changed (including lease start dates), please let me know ASAP.

YOUR TOWER ASSIGNMENT: listed below is your assignment along with your roommate(s) information (if applicable). **If you are NOT residing alone, we encourage you to reach out to your roommate(s) prior to move-in (if you do not know them or have not yet met them).** Please note that if the roommate section is currently listed as a vacant space (no name listed), you will be notified when a roommate has been assigned. Your assigned apartment number is listed in the first column, followed by the type of apartment, style, your name, square footage, monthly rent per person and lease dates, along with resident/roommate contact information.

[apt #]	studio	A1	[last name]	[first name]	591	\$1,472.00	9/1/21	5/31/22	[phone]	[email]
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**** YOUR APARTMENT STYLE: can be found in the photo album section of this page:**

<https://www.facebook.com/pg/msoegrohmanntower/photos/?tab=albums>

**** A copy of the Lease Agreement and additional information can be found here in the NEW RESIDENT PACKET:**

<https://msoe.s3.amazonaws.com/files/resources/residential-move-in-info-packet-2021-2022.pdf>

1) OFFICIAL MOVE-IN DATE (9/1/21): Your lease start date is Wednesday, 9/1/21 (unless otherwise indicated). Classes begin Tuesday, 9/7/21.

2) EARLY MOVE-IN (8/21/21): We will allow residents (with approval) to move-in as early as Saturday, 8/21/21, but you MUST contact us to verify that your apartment will be ready by the date you are seeking to arrive. It is important that you contact me directly (for approval) with your “anticipated” arrival (move-in) date if you are arriving prior to 9/1/21. Rent charges will NOT begin until 9/1 for residents who have received permission to move-in early.

3) SPECIAL CIRCUMSTANCES (Prior to 8/21/21): If you need to arrive earlier than 8/21/21, please send me an email with the reason as to why you need to arrive on the date you are requesting (i.e. athletic teams, international students, etc.). Again, you must be approved for early arrivals. Rent charges will NOT begin until 9/1 for residents who have received permission to move-in early.

4) CHECK-IN PROCESS: Upon your arrival to the Grohmann Tower Apartments at 233 E. Juneau Avenue. Enter the building and come to the front desk (in the lobby). The desk will be open daily from 9am-8pm at a minimum (7 days a week). You may park on the side of the building (alley way) or on the street, come into the building, sign-in, pick-up your keys, and then move your belongings into the Tower. Upon moving in your belongings, please move your vehicle to Viets Field or the surface lot (across from the Tower). These lots do require you to pay for parking. If you are arriving outside of those hours, please call the office at 414-277-7228 (during office hours) to advise us of your anticipated arrival time. You may also contact MSOE Public Safety at 414-277-7169 to let you into the building and they will assist you in contacting the staff member on duty to check you in.

5) COVID GUIDELINES: If you have not been vaccinated, you are required to wear a mask at all times while in the Tower. We strongly encourage social distancing when checking in. There is no limit as to how many persons may help you move in your belongings. Fully vaccinated individuals can choose to wear a mask or not. Tower staff continues to work hard to keep the building clean and we do appreciate all the efforts of the residents who have helped maintain the Tower standards also.

6) RENT: is due on the 1st of each month. Rent is considered late after the 14th of each month and a late fee will then be assessed. You will be able to pay your rent each month (or in advance) through your [my.msoe](#) account and under the Tower Resident section. You can also go directly to this link - <https://commerce.cashnet.com/twra> to pay. When paying your rent and/or security deposit, be sure to include your student ID number and resident's name. If you provide your banking information there is no additional fee, but please note that there is a fee if paying by credit card.

7) SECURITY DEPOSIT: is due with your first month's rent and is \$600. Returning residents have already paid their security deposit and thus do not have to pay it again (nor the difference if rent has increased).

<https://commerce.cashnet.com/twra> is the link for your payment. Please use the resident's name when filling out the information.

8) MAIL/PACKAGES/ADDRESS: Your address should ALWAYS include your apartment number. Be sure to complete a USPS postal address change at www.usps.com:

[Resident's Name]

233 E. Juneau Avenue [include your apt number]

Milwaukee WI 53202

9) MAIL/PACKAGE DELIVERIES: All major carriers deliver to the Tower. We have direct deliveries from USPS, Fed EX, UPS, Amazon, DHL, and others. We update our front desk mail board as the packages come in. You need to show your student ID to pick up your packages. Your roommate is able to collect your package also but must show their own ID. If you are expecting a USPS package and you don't see your apartment # on the lobby package board, please check your mailbox as the USPS staff are the only ones who have access to the boxes, and they place smaller packages directly inside. Again, be sure to list your apartment number on all packages and mail.

10) APARTMENT CONDITION FORM: You will receive a condition report for your apartment. If you have any items that you feel need to be addressed simply mark it on the sheet and return it to us (within 7 days). It is important to note that upon move-out, your apartment must be returned to the same condition it was at move-in (with regard to cleanliness, etc.) I encourage you to take photos of your apartment at move-in so you can return it to that condition.

11) WORK ORDERS: If something is not right (i.e. light not working, drain clog, AC issue) with your apartment, please stop by the front desk to let us know and we will submit a work order for our maintenance team to check/repair. You can also email me at gagliano@msoe.edu but be sure to include details on what the issue is and your apt # and if staff has permission to enter to address the issue. The more details the better...please do not just say the microwave is not working...indicate no power, or no light, or not heating, or fan is not working, etc.

12) NOISE and/or OTHER DISTURBANCES: Please do not ever hesitate to contact the Tower Staff (414-277-7228) or MSOE Public Safety (414-277-7169) if your living environment is being disrupted or you feel that security has been compromised. Emergency buttons are in each elevator and in each elevator lobby on each floor. If you are the "disturber" or you are in "violation of your lease" and are being confronted by the Tower Staff or MSOE Public Safety, please be cooperative...please do not escalate the situation. Please do not place yourself in a position in which your lease status is jeopardized as you will be held financially responsible for your entire lease rent if you are removed from the Grohmann Tower. Please read your lease.

13) BUILDING ENTRANCES and 4th Floor Access: The outside main door (Juneau Avenue) is unlocked from 7am until 7pm. After 7pm the outside (Juneau Avenue) door is locked and an ID is needed to enter. All other building doors are locked all day long. Non-residents, but MSOE students, can enter the foyer, but after that residents need to

meet them and escort them around the Tower. Never leave a guest unattended on the 4th floor as this area is for current residents (not former or future residents unless you are with them). Remember you are held responsible for the conduct of your guests...including any lease violations they may do. **NEVER TRANSFER YOUR STUDENT ID TO ANOTHER PERSON in order to gain access to the building...you jeopardize the safety and security of all residents and this violates not only your lease but also University Policy.**

14) SOCIAL MEDIA: Be sure to LIKE our Facebook page as we provide updates to residents and we have hundreds of photos of the Tower in the photo album section. <https://www.facebook.com/msoegrohmanntower/> You can also follow us on Instagram at #grohmanntower.

15) OFFICE HOURS/QUESTIONS: Throughout the summer and academic year, the Tower Office is staffed 7 days a week (on average from 9am until 9pm). Please email me at gagliano@msoe.edu or call me at 414-277-7228 (office) or 414-335-6198 (cell) if you have any questions.

16) TOWER PARKING: We are full for the fall. The Tower parking levels are full each year and thus if you are interested in a space, please let me know now and I will add you to the waiting list. We already have about 20 people on the waiting list. Otherwise you will most likely need to find alternate parking on campus such as Viets Field. <https://www.msoe.edu/campus-experience/student-support-services/campus-safety/student-parking-permit-application/>

17) TRASH/RECYCLING: We have trash rooms on each floor (across from the #7 apartment)...if your boxes are larger than a pizza box, leave on the floor in the room. If you have trash bags that are the size of a small human, leave those on the floor also...do not try to jam things into the chutes...they will get stuck and cause a problem and if we find your name on the box, you may be charged for staff time in clearing the chutes.

18) ROUTERS/INTERNET ACCESS: <https://helpdesk.msoe.edu/support/solutions/articles/1000038750-on-campus-housing-wifi>

19) WHAT TO BRING: <https://msoe.s3.amazonaws.com/files/resources/tower-what-to-bring-2-2-21.pdf>

20) HELPFUL INFORMATION: <https://msoe.s3.amazonaws.com/files/resources/tower-helpful-info.pdf>

21) TOWER STAFF: If you are interested in being a part of the Tower Assistant Staff, please forward your resume or your LinkedIn profile to gagliano@msoe.edu with an approximate number of hours you hope to work each week and when you are able to start working. In the fall/winter, we will hire additional staff for cleaning, painting, furniture repair, and snow removal.

22) FINAL NOTES: Lock your apartment doors when you leave your apt; keep your apt clean as we do consider pests/rodents to be potential violations of the pet policy; do not steal shopping carts from local stores...that is theft; always escort your guests to and from your apt; never give your ID to someone else; never let people from the outside into the Tower in winter months just because it is cold outside (and you feel sorry for them); do not leave unattended candles burning; shower curtains go on the inside of the bathtub (not the outside...the outside ones are decorative); wash your sheets if you begin seeing your shadow remaining on the bed after you exit; ask your parents how to properly cook bacon and frozen pizzas...and finally...don't hesitate to ask questions as the Tower Staff is here to assist you and they work hard to help you have a great residential experience here at the Grohmann Tower.

We are pleased that you chose to reside in the Grohmann Tower for 2021-2022. Reminder: please do not hesitate to contact us (414-277-7228) or gagliano@msoe.edu with any questions/concerns.

Richard B. Gagliano
Building Manager
MSOE Grohmann Tower Apartments