



**River Pointe Apartments**  
Carrollton



Welcome to Three Rivers AHEC's Carrollton student housing at River Pointe!

**This apartment has 4 bedrooms, each with a private bath and can accommodate up to 4 students; co-ed living arrangements. This location is managed by Three Rivers AHEC.**

**Please follow the instructions below:**

**Arrival / Check-In:**

1. River Pointe Apartment, Office hours are: **Mon-Fri:** 9:am-8:pm., **Sat:** 10:am-7:pm., and **Sun:** 12:pm-5:pm. On the day of your scheduled reservation, please arrive during these hours and allow plenty of time for processing and key assignment.
2. River Pointe Application and criminal background check are required prior to arrival and key assignment. Be sure to complete the River Pointe Application and return to Three Rivers AHEC as soon as your housing has been arranged.
3. A criminal background check is required for all students staying at this location. If we have your criminal background check on file, we will forward this information along with your application to River Pointe. If we do not have a criminal background check on file for you, you will need to arrange to have this information provided prior to your scheduled reservation arrival date. Criminal background checks can be obtained through this link: [\*\*AHEC Pre-Screening Link.\*\*](#)
4. Detailed instructions will be provided to students as reservations are secured.

**Email: Theresa Williams** at [twilliams@threeriversahec.org](mailto:twilliams@threeriversahec.org) & cc/**Connie Knipe** at [cknipe@threeriversahec.org](mailto:cknipe@threeriversahec.org) to confirm successful check-in/ arrival and entry to the house. Be sure to include your name and the housing location.

### **Bring with you:**

1. Bedding, (Full size sheet, pillow and blanket), Comforter provided
2. Towels & wash cloths
3. Groceries
4. Garbage bags, paper towels, toilet tissue
5. Dish and laundry detergent
6. Ironing supplies
7. Soap, shampoo, all other personal hygiene products needed.
8. Any other items you feel would be of necessity.

### **Apartment Includes:**

1. Full size beds
2. Washer and Dryer
3. Full Kitchen
4. Kitchen Utensils
5. Dishwasher
6. Cleaning Supplies (please replace as needed)
7. Wi-Fi
8. HD Cable is Available (No TV)
9. Pool
10. Fitness Center
11. Community Events

### **Wi-Fi, Fitness Center and Pool Access Information:**

Information to be provided by the office of River Pointe at the time of arrival/check in.

**Please keep the thermostat on 73 degrees in the summer and 68 in the winter.**

Please do your part in keeping the apartment clean. This apartment can house up to 4 students at once. You are responsible for cleaning up after yourself. If you prepare food in the kitchen, be sure to wash all dishes right away. Do not leave dirty dishes in the sink, bedrooms or throughout the apartment. If you use it, wash it, and put it away. Please be considerate of everyone in the house. Do not leave, dirty towels or cloths on the furniture or throughout the apartment. Be sure to share in the responsibility of keeping the house clean and neat at all times. The property manager could arrive at any time to inspect the property. Thank you for helping us keep the apartment in operational and presentable condition at all times.

Please contact **Connie Knipe**, [cknipe@threeriversahec.org](mailto:cknipe@threeriversahec.org) with any questions. Please do not wait until arrival day to ask questions regarding the housing arrangements.



### **Safety Reminders:**

1. If there is an emergency, call 911.
2. Keep any valuables you choose to leave in your car out of site.
3. Don't leave your white coat visible.
4. Be responsible, use common sense, and look out for your roommates.
5. Please don't bring guests to the apartment.

### **Departure / Check-Out:**

1. Clean and sanitize the bathroom in your assigned room.
2. Remove, only your food from the refrigerator.
3. Remove and take out any trash from kitchen and your assigned room.
4. Sweep the kitchen and bathroom.
5. Close and lock apartment door.
6. **Very Important:** Upon departure, report to the office to return your keys to the representative at the front desk. If you leave with the key, you will be subject to a \$25.00 penalty and will need to return the key at your own expense. If you are checking out/departing after hours, be sure to use the drop box at the office to return key. Use envelope, write your name and Unit \_\_\_\_ on it and drop in box.

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**Please let me know if you have any questions! Have a great rotation!!**