



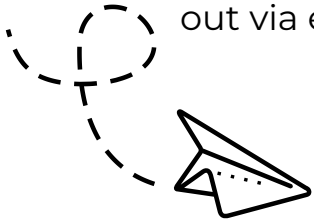
The
LANDING

**MOVE-IN
GUIDE**

Welcome to The Landing and the Marshall University Family!

We're thrilled you've chosen to make your home in our community. To help you settle in, we've provided key information about your new residence. You'll also find this information in The Landing Community Handbook.

If you have any questions or need assistance, our staff is here to help! Feel free to reach out via email at thelanding@marshall.edu or call us at 304-696-6004.



MOVE IN DAY

Schedule a move in day and time by completing the [Move In Questionnaire](#). On move in day, you will arrive at the following address to retrieve your keys:

1130 14th St
Huntington, WV 25701

- Security deposit and first months rent **MUST** be paid at time of move in.
- Move in carts are provided.
- Break down all boxes when throwing them away in dumpster. Our facility also has recycling.

BUILDING ACCESS

Building access is given through university identification cards. If a Marshall ID has not been received, a temporary access card will be loaned to you. Temporary Access cards must be returned to the front desk within 2 weeks of move in. To set up mobile ID on phones visit [Marshall Mobile ID](#).

Non-Marshall tenants will be assigned an access card if they are listed as other occupant on the Resident Agreement.

HOW TO PAY RENT

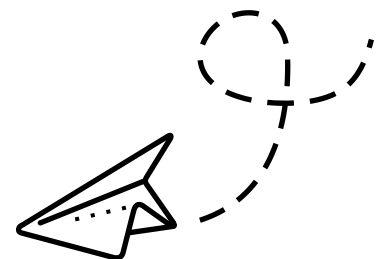
Rent payments are due on or before the first day of each month. Rent is posted to Marshall accounts approximately 20 days prior to due date.

There are several ways to pay rent - check, money order, cash, wire transfers, 529 College Savings Plans, etc. The Bursar office can answer any questions regarding payment options.

Payments can be made in the following ways:

- MyMU Student Account Center - credit/debit card - there is a 2.85% processing fee, Electronic check (ACH)
- In person at Bursars Office
- Onsite - Check, Money Order, Cash
- Telephone with Bursars Office - Electronic Check (ACH), credit/debit card

Some tenants elect to pay with financial aid. Management must be notified if you would like to be billed for multiple months prior to aid being released.



TV MOUNTS

Television mounts are provided in each apartment. Studio apartments can mount between a 32" and 50" television and a 2 bedroom Apartment can mount between a 32" and 55" television. Brackets are located above the microwave or in drawer beside refrigerator.

Mounting hardware is available at the front desk. If assistance is needed for installing, a work order can be submitted through The Landing website. Installation may take two to five business days.

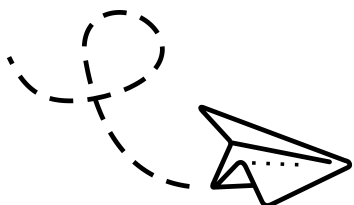


INTERNET

Internet access is through Marshall University. Each apartment has a WiFi box that includes a hardwired access point. Students will log in using Marshall username and password. If you have not received this information the [Campus IT](#) can assist you in setting up a guest account [304-696-3200](#).

Smart TV's, gaming consoles, Roku, Fire Stick, etc. must be registered with the university before they will work. [Device Registration](#)

If you require technical assistance with access, contact Marshall University IT Service Help Desk at 304-696-3200 or visit their website for a [FAQ sheet](#)



MAINTENANCE

On-site maintenance is available. Residents should submit a request for repairs through the online work order system. The work order request can be found on our [website](#) or via a QR Code located throughout the building.

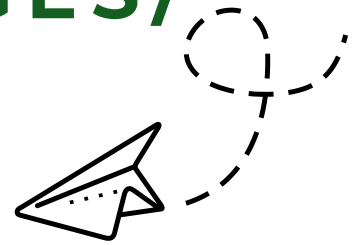
If you need assistance submitting a work order, call or go to the front desk.

If emergency maintenance is needed after regular business hours or on weekends, contact the front desk at [304-696-6004](#) or Marshall University Police Department [304-696-4357](#). For a list of maintenance needs considered emergencies, refer to the community handbook.

PACKAGES/ MAIL

Mailing Address:

1130 14th St., Apt#
Huntington, WV 25701



All packages will be signed for by the front desk staff and can be picked up at the main office between the hours of 8AM and Midnight. Check your tracking numbers to know when your package is delivered.

Apartment mailboxes and an outgoing mail slot are located on the first floor. Any mail not containing an apartment number could be delayed in delivery.

FITNESS ROOM

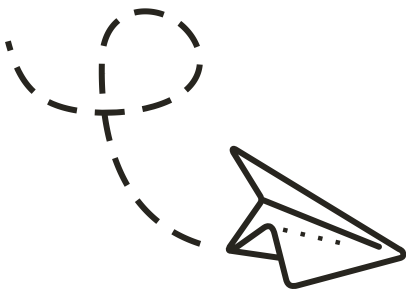
The fitness room is located on the 1st floor, at the end of the hall when you take a left off the elevator. Room # 154. It is restricted to residents through student ID and access card, but residents are welcome to use the gym 24/7.

PARKING

Parking is available for both residents and guests in the lot behind the building and the parking garage on 13th St. Parking for the lease holder is included in monthly rent.

Guests staying more than one (1) week will need to notify management of vehicle make/model/color/tag# and state to ensure they are not ticketed or towed.

If you have classes on main campus, a parking pass from the University is required. Please check with your degree program to determine if parking is included in tuition.



APARTMENT DECORATIONS

Residents may decorate living space but will be held responsible for any decorations or adhesive strips that excessively damage property.

It is preferred that residents only use finishing nails or thumbtacks. 3M strips are prone to damage the walls and cause excessive damage upon removal. Screws should NOT be used at any time in the walls or any surface in the apartment.

The use of combustible materials and adhesive substances such as straw, hay, vines, branches, leaves, contact paper, glue, and/or decals are prohibited. All decorations must be placed 18 inches or lower from the ceiling to meet Fire Code which requires this clearance to be maintained to ensure proper sprinkler operation.

TRASH/ RECYCLING

Residents are responsible for taking trash to the outside receptacle located on the bottom floor outside of the main entrances. Please break down all boxes before placing them in the dumpster.

Recycling bins will be put up in the recycling room on the 2nd floor by Stairwell 1, Room Number 257. Please follow recycling guidelines. Trash and Styrofoam should not be placed in this room and will need to be taken to the proper receptacle.

Garbage bags, boxes, or other trash should not be left in hallways, common areas, or outside your apartment door.

BIKE STORAGE

We have indoor and outdoor bike storage.

Indoor bike storage is located on the 1st floor across from Stairwell 1. Room # 134 and is the recommended area for secure access.

Outdoor bike storage is located next to the center entry on ground floor and outside the lobby entrance.

WATER/ICE MACHINE

Ice and water machine is located on the 2nd floor by the trash & recycling room. Room # 258.

