



**AUGUSTA HOUSING at The Glen at Alexander**  
**Questions? Please contact Foothills AHEC: 770-219-8130**

**HOUSING SITE**

**The Glen at Alexander**

1040 Alexander Dr  
Augusta, GA 30909

Coed apartment 7132

**ACCOMMODATIONS**

*Please refer to your housing confirmation email for the list of students also confirmed at this housing site during your stay.*

The apartment has 3 bedrooms, 2 baths, and each bedroom has 2 twin beds.



**ARRIVAL INFORMATION**

**GATE CARDS/KEYS**

You will enter the complex using the code you are provided in your confirmation email. Inside the apartment there are gate cards provided for your use during your stay.

KEYPAD	There is a keypad deadbolt lock on your apartment door. There is also a key in the lockbox in case the keypad malfunctions. If the key is missing please notify Foothills AHEC. Codes will be emailed to you. Foothills AHEC: 770-219-8130	
AHEC HOUSING POLICIES		
HOUSING POLICY	By accepting AHEC housing support, you are agreeing to abide by the Student Housing Agreement & Policy. This document will be attached to your confirmation email. Additionally, you will find a copy posted in each apartment for your reference.  Please contact our office if you have any questions regarding our housing policy. Foothills AHEC office hours: M-F (8:30am – 5:00pm)/office phone: 770-219-8130	
INSURANCE POLICY	Foothills AHEC carries insurance to cover the contents/furnishings of the apartments. Our insurance does NOT cover your personal property while it is on the premises. Please check with your personal insurance company regarding coverage of your personal property.	
KEY LOCK OUT POLICY	Use the Lock Box Key	
MAINTENANCE POLICY	It is your responsibility to notify The Glen Leasing Office regarding maintenance issues at the following number: 706-738-6205	
EMERGENCY CONTACT	Call <b>911</b> for Richmond County fire, police & ambulances. For Emergency Contact at The Glen, please call 706-738-6205	
WHAT TO KNOW BEFORE YOU ARRIVE		
WHAT TO BRING	<ul style="list-style-type: none"><li>■ all bedding (sheets, pillows, etc.)</li><li>■ towels &amp; washcloths</li><li>■ toiletry items</li><li>■ toilet paper, paper towels, napkins</li><li>■ hangers</li></ul>	<ul style="list-style-type: none"><li>■ laptop</li><li>■ laundry detergent</li><li>■ food &amp; beverages</li></ul>
APPLIANCES PROVIDED	<ul style="list-style-type: none"><li>✓ refrigerator &amp; freezer</li><li>✓ stove &amp; oven</li><li>✓ microwave</li><li>✓ toaster</li><li>✓ coffee maker</li></ul>	<ul style="list-style-type: none"><li>✓ iron &amp; ironing board</li><li>✓ vacuum cleaner</li><li>✓ weather radio</li><li>✓ alarm clock</li><li>✓ dishwasher/washer/dryer</li></ul>
SUPPLIES PROVIDED	<ul style="list-style-type: none"><li>✓ pots, pans &amp; cookie sheets</li><li>✓ dishes</li><li>✓ glasses</li><li>✓ eating utensils</li><li>✓ serving utensils</li></ul>	<ul style="list-style-type: none"><li>✓ pasta strainer</li><li>✓ kitchen towels</li><li>✓ hot mats</li><li>✓ trash bags</li><li>✓ cleaning supplies</li></ul>

<p><b>SERVICES PROVIDED</b></p>	<ul style="list-style-type: none"> <li>✓ Wireless internet access - The pass code to access the internet is posted on the bottom of the modem in the apartment</li> <li>✓ Monthly cleaning service provided. See dates on the bulletin board... You are responsible for cleaning up after yourself.</li> <li>✓ Washer/Dryer provided in apartment</li> <li>✓ Gym- There is a proxy card hanging on the bulletin board for the gym and pool. Please return the proxy card to the bulletin board when you return from using the gym or pool. If you have any questions please feel free to ask the leasing office during normal business hours.</li> </ul>
<p><b>DEPARTURE INFORMATION</b></p>	
<p><b>CHECK OUT INSTRUCTIONS</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clean out ALL of your items from the refrigerator &amp; pantry.</li> <li><input type="checkbox"/> Remove ALL trash from the apartment. Trash should be taken to the trash dump on site.</li> <li><input type="checkbox"/> A vacuum, broom, dustpan, mop, and other cleaning supplies are provided for you to use. If you use the last of the supplies, please notify the AHEC office.</li> <li><input type="checkbox"/> <u>Do not move furniture from AT ALL.</u></li> <li><input type="checkbox"/> If you use the provided kitchen towels, please wash, fold &amp; place them back in the drawer for the next occupant.</li> <li><input type="checkbox"/> If you are the last person to leave the apartment, please set the thermostat to a reasonable temperature and turn off all lights.</li> <li><input type="checkbox"/> Lock all windows and exterior doors. This is for the safety of both you and your roommates!</li> <li><input type="checkbox"/> <b>Make sure the key is in the lockbox.</b></li> <li><input type="checkbox"/> <b>Place your gate card on the bulletin board before you leave. Please lock the door using the keypad.</b></li> </ul>