LAUNDRY
Washers and dryers are not allowed in your apartment. However, washers and dryers are available in Building 5. The laundry room is available only to Sunflower residents. You must use a code to enter these buildings. Your laundry code is provided when you return the completed Apartment Condition and Inventory form.

Here are a few things you should know:
• The machines take only coins or money from your KU card. There are no machines that give coins in exchange for bills.
• Use high-efficiency laundry soap. The equipment provider recommends using pre-measured single-serving packets.

If there is a question or issue, contact ASI at ascampuslaundry.com.

RENTER’S INSURANCE
Check to see if your homeowner’s or renter’s insurance covers your belongings while you’re at Sunflower. KU Student Housing insurance covers its buildings only.

MONTHLY PAYMENT
Your bill is emailed to your KU email address on the third week of each month. Your payment is due on the 15th of the next month. The monthly bill is for a calendar month (first day to last day).

To Pay:
1. Pay online through your Enroll and Pay account.
2. Pay in person or by mail at Apartment Living and Guest Services, 308 Burge Union, 1601 Irving Hill Road, Lawrence KS 66045.
3. Pay in person or by mail at the KU Bursar’s Office, 21-23 Strong Hall, 1450 Jayhawk Blvd, Lawrence KS 66045.

KU Student Housing accepts major credit cards, checks, money orders, and cash. Make check payable to the University of Kansas.

MOVING OUT
Residents are eligible to reside at Sunflower Transition apartments for up to one year. To be eligible for your security deposit to be returned, the Intent to Vacate form must be submitted at least 30 days prior to your move out date.
**Welcome** to the warm, mid-century modern style of Sunflower Apartments. These apartments can serve as temporary housing for KU faculty and staff members who are in the process of moving to Lawrence.

Let us help you with transition housing as you move to KU.

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**YOUR MAILING ADDRESS**

1021 Missouri St., Apt. ________
Lawrence Kansas 66044
United States of America

**Apartment Living and Guest Services Office**

308 Burge Union
1601 Irving Hill Road
Lawrence, Kansas 66045
apartmentliving@ku.edu
785-864-8305

In case of emergency, call 911

By signing a Sunflower contract, you agree to follow the contract policies and regulations and those of the KU Student Housing Handbook.

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**PEST CONTROL**

Each apartment is treated for pests once a month. Treatment begins at 12:30 p.m. on the first Thursday of each month.

**REPAIRS**

If you need a repair inside the apartment call Facilities Services, 785-864-4770. When you call, you give them permission to enter your apartment to fix the problem. Most repairs are at no cost to you.

**Report these problems immediately:**

- Empty fire extinguisher
- Broken smoke detector
- Leaking water, pipes, toilet or ceilings
- Broken stove, refrigerator, air conditioner or furnace
- Broken windows
- Broken electrical outlets

**UTILITIES**

Contact information regarding your accounts:

- Westar Energy (electricity)
  westarenergy.com
  Customer Service 1-800-383-1183
  Outage 1-800-544-4857

- Black Hills Energy (gas)
  blackhillsenergy.com
  Customer Service 1-888-890-5554
  Emergency 1-800-694-8989

- WOW! (optional cable, internet, landline)
  wowway.com/wow-online
  Customer Service 1-785-841-2100
  Outage 1-785-841-2100

**FURNITURE**

Sunflower Transition apartments are unfurnished. KU Student Housing has an agreement with Triad Leasing to offer furniture packages for monthly lease to residents. Additional information is available at housing.ku.edu or at the Apartment Living and Guest Services office, 785-864-8305.

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**MAIL**

Mail is delivered by the United States Postal Service to your mailbox. Your mailbox key opens your assigned mailbox. When you get a package, the mail carrier leaves a key inside your mailbox. Directions are with the key.

**CHILDREN**

Hilltop Child Development Center provides high quality care and education for young children on the KU campus. For more information about Hilltop, please visit hilltop.ku.edu.

To enroll children in Lawrence public schools, call 785-832-5000 or visit usd497.org

**PETS & SMOKING**

Pets and smoking are not allowed at Sunflower apartments.