



TENANT MOVE-IN INSTRUCTIONS

Welcome to your new residence! To insure your smooth move-in and transition, please review the following items:

ELECTRICITY: You need to put the electricity into your name a minimum of 24 hours prior to move in.

GAS: You need to put the gas into your name a minimum 24 hours prior to moving in.

WATER/TRASH: You need to put the water & sewer into your name a minimum of 24 hours prior to move in.

Note: Please contact the appropriate utility provider for your municipality.

RENT: Rent is always due on the 1st of the month.

KEYS: Can be picked up from our office on the day you are scheduled to move-in. Keys can be released after your 1st month rent and security deposit is paid in full. If you are scheduled to move in after hours, simply contact our office. We will make arrangements to meet you at the property.

EMERGENCIES: Are to be reported to the management company immediately. Don't delay to report emergencies.

MOVE-IN INSPECTION FORM: This document is included on our web-site. If something is damaged, not working during our walk-through etc. We will address it