

MOVE IN CHECKLIST

BEFORE MOVING IN

- Read your lease - as painful as it may be!
- Read your supplemental documents: **Tenant Handbook, Service Management Policy, Tenant Maintenance and Repair Fee Schedule.** Most questions you may have - any many you likely haven't thought of - are addressed.
- Sign your lease documents.
- Ensure all charges are paid in full.
- Change your address with USPS to your new apartment - [USPS.com/move](https://usps.com/move)
- Transfer utilities into your name, active as of your move-in date.
 - PECO - <https://www.peco.com/MyAccount/MyService/pages/StartStopMove.aspx>
 - PGW - <https://www.pgworks.com/turn-service-on>
- Most of our buildings will have receptacles for common trash and recycling. If you need an additional recycle bin, enter a request with City of Philadelphia here - <https://philadelphiastreet.com/binrequest>
- If necessary, arrange to block off your new street on moving day. City of Philadelphia Application for Temporary No Parking - <https://stsweb.phila.gov/tnp/Default.aspx>
- Acquire Renter's Insurance. It's affordable, gives you peace of mind that your property is protected, can be bundled with other insurance policies for discounts, and can cover a wide range of situations!

DAY 1

- Ensure major utilities and HVAC are active and functional.**
- Become familiar with your new home. Locate circuit breakers, fire alarms, HVAC, water and gas shut-off valves.
- Note trash and recyclable collection day(s). Refer to **Tenant Handbook** for handling procedures.
- Determine if your neighborhood requires a parking permit <http://www.philapark.org/permits>
- DO NOT block or otherwise store bulk items in a manner that may block access to HVAC, circuit breaker, plumbing, etc. Use storage bins and shelves in storage units to protect against basement water seepage.

WEEK 1

- Conduct apartment inspection and ensure lights, windows, appliances, and outlets are fully functional. Note any major damage to walls, doors, windows, walls or other concerns that should be reported.
- Review and eSign Move-In Inspection Report.
- Set up ePay and Auto Payments - it's the easiest way to send rent on time and avoid penalties!
- Schedule TV and Internet installation. Refer to **Tenant Handbook** for further details.

MONTH 1

- Double check old mail - leave a forwarding address with your past residence.
- Update your address on your driver's license, car registration and insurance, bank information, other bills and services such as Amazon, Netflix, etc.
- Slow the flow of mail for previous tenants by writing "MLNA" (moved, left no address) and leaving for pickup.
- Meet and greet other tenants in the building.

RELAX AND ENJOY YOUR NEW HOME!
