

## Move-in Information

### Prior to Move-in Date.

- Contact DTE at 800-477-4747 or at <http://mydteenergy.com> to start an electric utility account at your new address effective your move-in date.
- Contact Comcast at 1-800-Comcast to setup cable service
- Send an email to [A2management@comcast.net](mailto:A2management@comcast.net) indicating when you plan on moving in and a detailing list of furniture that you will be bringing
- Security Deposits should be paid prior to move-in date. Checks should be sent to 2440 W Stadium Blvd, Ann Arbor, MI, 48103. Your lease will indicate the company name the checks are remitted to.
- Early move-in is allowable on a case-by-case basis. Tenants will be charged a prorated rate based on their monthly rent for the extra days. Example: monthly rent \$1,500; prorated =  $1500/30$  days or \$50 per day.

### Move-in Date

- Keys can be picked up at the apartment upon move-in. The landlord can meet you there as long as it is within business hours. If you plan on moving in after business hours, please arrange to pick up the keys at the office on a prior time and date.
- A move-in checklist will be supplied when you move in. Please use this to document any non-conformances, so that you are not deemed responsible when you move out. You will have 1 week to complete the move-in checklist.
- There is a \$20 charge for lost keys or parking passes.
- If you are locked out of your apartment there is a charge of \$20 for reentry during business hours (9am-5pm M-F), and a \$50 charge during non-business hours.
- If you have any question or concerns for the move-in process, please contact Sy at [A2management@comcast.net](mailto:A2management@comcast.net).