



## Important Information about Your Move-In

Howdy Future Resident!,

Your move in day is approaching and we need to be sure that you are aware of everything that will be happening on that day!

Move-in day can be hectic so we want to try and take away as much stress as possible. We offer Fast Pass move-in options for your convenience. In order to qualify for this option, **you must have a completed file and must make sure that rent/other charges is paid no later than August 2<sup>nd</sup>, 2019.** Should you not qualify for a fast pass, you will likely have to wait in line to complete the check-in process to receive keys.

- Completed files include the following as applicable:
  - Proof of utilities (power/water) being turned on through a connection confirmation either from the public utility themselves or through SimpleBills. Please refer to the [Simple Bills Information Sheet](#) for specifics.
  - We also require that all residents have liability insurance coverage. This requirement can be fulfilled for just \$6 a month through our program. We also offer personal property coverage for just \$10 a month. Please review [Landmark Protection](#) coverage information.
  - Installments may be paid via check in the office or via mail. You may also pay online through our Resident portal with an echeck, cashier's check, or a debit/credit card (fees apply). Please view info about our [Mobile App](#).
  - Animal Registration – should you be bringing an animal with you for move-in, you must register it with the office. Please review our [Animal/Pet Policy](#).
- For details about the move-in schedule, please refer to the [Move-In Procedures](#). We also encourage you to review the [Move-In Map](#) for details about where to go/park, etc.
- When you move in, we will issue you an electronic key and gate pass to access the amenities, your home, bedroom, mailbox, and wrist bands for you and two guests. You will also be provided with a move-in inspection report (either electronically or on paper). You will have **48** business hours to return the inspection report to our office. Any damages listed on the inspection **will not** be charged to your account at the end of your contract term (per management's acceptance).

- Prior to your move-in, we recommend that you reach out to your future roommates to coordinate who will be bringing what to your new home. Here is a list of what is provided and [What You Need](#) to bring with you. Whether you are moving in with friends or making new ones through our Roommate Matching program, living with someone can be an adjustment. We encourage you to review these [Tips for Getting Along With Your Roommate](#) ahead of time and as a group.
- Lastly, we highly encourage you to familiarize yourself with the [Resident Handbook](#). This document will have vital information, including evacuation routes, maintenance emergency procedures, and general community rules or regulations.

**We can't wait to see you on Move-In Day! If you have any questions, please let us know.**

**Sincerely,**

**The Retreat Management Team**