



# Moving In Procedures

The following list of items must be completed before your scheduled move in date.

The following Final payments must be Paid-in-Full before we can Issue the Executed Lease:

- Security Deposits
- First Months Rent
- Pet Security

Please Note: First Time Resident, Payments "Must be Made with One of the following Listed Below". All Other Forms of Payments Will Not be Accepted.

- Cash
- Certified Bank Check
- Money Order

Utilities Transferred into the Residents Name:

- Gas (PGW 215-235-1000)
- Electric(PECO 800-494-4000)

Renter Insurance:

- Yes
- Amount Insured: \_\_\_\_\_
- Insurance Company Name and Policy  
Number: \_\_\_\_\_
- No

Please Check the Appropriate Box or Boxes and Bring with you on your scheduled Move in Date or Lease Signing.

Sincerely  
**Michael Batley**  
Landlord, Agent for Landlord, Property Manager