

REALTYLEASE PROPERTIES
143-147 E MAIN ST., SUITE 2C
LOCK HAVEN, PA 17745

570-748-7000 Ext. 1
Fax - 570-748-6464
www.lockhavenrentals.com
www.williamsportrentals.com

Subject: MOVE-IN LETTER

Hello New Tenant(s):

Greetings and welcome to your new apartment or house. Below is some information to help you in the move-in process:

1. When your first month's rent has been paid, you may pick-up your keys and parking pass from our office as early as 9:30 AM.
2. Please contact PPL electric utilities to have the power put into your name. If we receive an electric bill for services beyond your lease start date, we will bill you and include a service charge.
3. When you move-in, please note on the Move-In / Move-Out Inspection Check-List any items you feel you'd like to document that were worn or damaged before move-in. Send that list to our office within **5 days** and we will keep it in your file so you won't be charged when we conduct the move-out inspection at the end of your lease.
4. We conducted turnover for several properties this year and may have missed something. If you notice anything that should be repaired or restored, especially a safety issue, please contact us. Leaky faucets, non-working light-switches, or damaged locks, etc. should all be inspected.
5. Utilities Contact Information
Lock Haven:
PPL – 1-800-342-5775
Comcast – 1-800-266-2278
LW Peters – 748-4831
Williamsport:
PPL – 1-800-342-5775
UGI – 1-800-652-0550
Comcast – 1-800-266-2278
6. E-mail contact Information:
 - a. Sean Krieger – sean@realtyleaseproperties.com
 - b. Dana Krieger – dana@realtyleaseproperties.com

Again, welcome. Our office hours are 9:00- 4:00 Mon-Fri. If you have an emergency, call the Police. If you have a heat, water, or safety issue you can call our office number (570-748-7000, ex. 1) and be forwarded to one of our maintenance staff personnel 24 hours a day.

Best,

Sean & Dana Krieger
Realtylease Properties