



REALTYLEASE PROPERTIES

...A division of The Rainier Group, LP

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RealtyLease Properties
Rapmitco Properties
Freyman Properties
Eagle Realty, LLC
205 W Church, LLC
PK1 Enterprises, LLC
Old 3 Foot, LLC

Subject: **MOVE-IN LETTER**

Hello Tenants:

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

1. Please contact PPL electric utilities to have the power put into your name as of the start date on your lease. If we receive an electric bill for services beyond your lease start date, you will be billed a service charge of \$25 per bill received.
2. When you move in, please note on the move-in 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.
3. Please sign and return the smoke detector acknowledgement forms and CO detector acknowledgement forms to us within **5 days**. Make sure that your smoke detectors are working before signing.
4. 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. Your trash pick-up day is: Wednesday
6. Utilities Contact Information
PPL – 1-800-342-5775
Comcast –717-471-8364
7. E-mail contact information:
 - a. Dana Krieger – dana@realtyleaseproperties.com
 - b. Selina Sanchez – selina@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, frozen pipe or are locked out of your apartment you can call our office number (570-748-7032) or if it is after normal business hours please call (570-748-7032 menu option 5).

Best,

RealtyLease Properties