

Dear Future Residents;

Future Residents of: Building/Apartment

Your move-in date is rapidly approaching! The following is information you and your roommates will need to help make your move-in a pleasant experience. **Please know this email is going to all leaseholders. Please select one person to direct questions to Prime as well as make any furniture changes.**

On move-in day, you will receive a packet with the appropriate keys for all of the leaseholders. Only one person from your group should come in to the office to pick up the move-in packet. That person will then distribute the contents to the other leaseholders.

Your move-in day is **September 2nd at 10 am**. The office will only be open on this day from **10 am to 1 pm; you must pick up your keys during these hours. NO EXCEPTIONS WILL BE MADE, REGARDLESS OF REASON.** If you fail to pick up your keys during the allotted time frame, you may pick them up on the next regular business day (Tuesday 9/4/18 at 9:00am). Please note that this office is closed on Labor Day in observance of the Labor Day Holiday and therefore no keys will be issued on that day.

Payments: Your account balance is currently **\$BALANCE** All payments must be received before you can move-in. A move-in packet will not be made available for your apartment if the outstanding balance has not been paid. If you have a balance, you can make your payments in any one of the following methods: 1) Mail check to 721 S. Forest Ste 101. Ann Arbor, MI 48104 2) In person or 3. Online thru your TWA (Tenant Web Access) Portal available thru www.primesh.com. It will guide you step by step.
If you have any concerns regarding your account status, please contact Prime Student Housing at (734) 761-8000, Mon. - Fri. (9 am - 5:00 pm).

Early Move-Ins: Early move-in dates can be arranged prior to July 13th. **Limited space is available and early move-ins are taken on a first come, first serve basis.** Some apartments may not be eligibly due to in house transfers. The early move-in dates and fees are as follows:

August 24, 2018 @ 10:00 - \$600.00

August 28, 2018 @ 10:00 - \$450.00

August 31, 2018 @ 10:00 - \$300.00

Electric: Contact DTE in **ADVANCE** at **(800) 477-4747** to place the electric service in your name. Electric **must** be put in your name before the time of move-in. (The electric company does not have to come to your apartment; this can be handled over the phone). For each month the utilities are not in the resident's name, a \$25 administration fee will be charged to the residents account.

Laundry cards: Please note to utilize the laundry machines in the building each leaseholder will need to rent a laundry card through Prime. The laundry cards require a \$5.00 CASH deposit **EXACT CHANGE**. Separate funds are required to add money to your laundry card for use. If you are coming to rent a laundry card please bring **\$5.00 EXACT CHANGE!** Please note that laundry cards will be sold on move in day if you choose.

Cable: Contact Comcast Cable at (800) 266-2278 to make an appointment to set up your cable.

Please note that you must arrange all utility services in advance and they must begin no later than your move-in day. This applies even if you do not take occupancy until after your designated move-in date.

Attached is a list of the bedroom furniture requested for your apartment for the upcoming year. We urge you and your roommates to finalize any and all decisions regarding your apartment; i.e. bedroom furniture requested, move-in date, etc **ASAP**. Prime Student Housing will be **UNABLE TO ACCEPT ANY CHANGES CONCERNING YOUR APARTMENT AFTER JULY 13th**. Any changes must be **submitted in writing** no later than July 13th. Our fax number is (734) 761-8222.

Please plan ahead and make all the necessary arrangements for a smooth move-in. We look forward to your stay here with us at Prime Student Housing. If you have any questions or concerns, please call Prime Student Housing at (734) 761-8000.