Dear Residents,

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. ***You are the contact person for your apartment and you are the only resident receiving this letter. It is your responsibility to share this information with all other leaseholders.***

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 pickup the move-in packet. That person will then distribute the contents to the other leaseholders.

Your move-in date is **September 5, 2010 at 10am.** 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 9/7/10 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: All payments must be received before you can move-in.

Early Move-Ins: Early move-in dates can be arranged prior to July 9th. Limited space is available and early move-ins are taken on a first come, first serve basis. The early move-in dates and fees are as follows:
August 27, 2010 - $ 600.00 ***September 3, 2010 - $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).

Telephone: For phone service, contact **SBC** at (**800) 244-4444** to arrange connection.

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, contact person, etc. Prime Student Housing will be **UNABLE TO EXCEPT ANY CHANGES CONCERNING YOUR APARTMENT AFTER JULY 9TH.** Any changes must be ***submitted in writing*** by the contact person no later than July 9th. 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.