

Date [REDACTED]

Dear «First\_Last»;

Future Residents of: 423 Benjamin

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.

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 day is **May 6<sup>th</sup> at 10 am**. The office will only be open on this day from **9 am to 5 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.

**Payments:**

Your account balance is currently \$ [REDACTED]. All payments must be received before you can move-in. A move-in packet will not be made available for your house if the outstanding balance has not been paid. If you have any concerns regarding your account status, please contact Prime Student Housing at (734) 761-8000, Mon. - Fri. (9 am - 5:30 pm).

**Utilities:**

Contact DTE in **ADVANCE** at **(800) 477-4747** to place the heat & electricity in your name. They must be put in your name before the time of move-in. (They, being DTE do not have to come to your house; 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.

**City of Ann Arbor:**  
***(For water)***

Web - <http://www.a2gov.org/government/publicservices/customerservice/Pages/Home.aspx>  
Phone # - (734) 794-6000

**Telephone:**

For phone service, contact **AT&T** at **800-244-4444** to arrange connection.

**Cable:**

Comcast will be your cable & Internet provider. There number is 1-800-266-2278.

**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.**

*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.*