

Date [REDACTED]

Dear Residents,

Future Residents of: 930 Mary

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 10th 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, which is May 13th.

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 paid on the day of move-in we need either a money order or a cashier's check. Cash, check, or online payments will suffice any month afterwards. 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. e call Prime Student Housing at (734) 761-8000.