

Move-In Check List

This checklist is designed to help residents move-in to their new apartment with Seminary Properties and Management, Ltd. Reviewing this checklist will also help make new residents aware of and prepared for what to look for in their apartment and their responsibilities as a tenant.

- All moving in will take place on the first day of the lease.
 - Leases generally begin on the 1st of the month, unless otherwise noted when signing the lease. Leases do not begin on the last day of the month, and moving in cannot start the night before the lease begins
 - Tenants can pick up their keys on the 1st from the agency through with they rented.
- Please make sure all utilities and Renter's Insurance for the new apartment have been set up through the proper companies
 - Contact information for all utility companies is available at www.seminaryproperties.com
- Please make sure all mail has been forwarded through the post office to the new residence
- Please make sure all cars obtain the proper parking stickers for the new residence
 - These stickers can be obtained through city hall, some check-cashing establishments and temporary stickers can be obtained through the local alderman's office.
- If a rental agent made any promises regarding the future residence, verify the validity of these promises with management as soon as possible
 - Only management at Seminary Properties and Management, Ltd can make a valid agreement with new residents.
- Seminary Properties will conduct a general cleaning and painting to all residences prior to their occupation
 - Seminary Properties will ensure all items are removed from the unit
 - This general cleaning will include appliances, fixtures, cabinets, fans, floors, tubs, showers and toilets
 - This general cleaning will leave the unit clean, but some parties may want to clean again, either personally, or by professionals, prior to moving items in to insure the desired level of cleanliness
 - Seminary Properties will make sure all bulbs are working
 - Seminary Properties will make sure all detectors and their batteries are in place and working.
 - Seminary Properties will make sure any keys not provided by agency will be present on the kitchen counter upon move-in.
 - Rental agencies will only provide one set of keys at pick-up, the remainder will be in the unit
 - Seminary Properties will only provide one mail key per apartment
- Please make sure that new residents document any damages, defects and/or problems with the unit upon move-in.
 - Notify Seminary Properties regarding these problems/concerns as soon as possible so a record of the defect can be recorded or the problem can be corrected.
 - Any representative can take your concern over the phone or e-mail, then will forward it on to the maintenance team or necessary contractor
- Please make new residents have the Seminary Properties emergency number programmed into cellular phones and posted somewhere in the unit
 - The emergency lines are only for items that cannot wait till the next working day. These items must be causing the residence or building to be dangerous (i.e. no heat, no water, broken water line, apartment broken into, locked out, no electricity, fire.)
 - For utility problems, such as gas and electric, please first ensure your account is still active
 - For a fire or break-ins, please call 9-1-1 before calling Seminary Properties.
- Please make sure all trash is placed in the proper receptacles provided in the back or on the side of the building, near the alley

This is a general check-list for all new residents moving into a Seminary Properties apartment. For more detailed information regarding move-in and information about responsibilities while living in the unit please review the Welcome Packet, sent with the copy of your Lease, or on our website at:

www.seminaryproperties.com