

My Perfect Place Move-in Checklist

We hope this universal Move-in checklist will be helpful to you. Some of the items listed below may or may not pertain to you, so please check with your apartment management office if you have any questions.

Securing an Apartment:

- I have been approved for a new apartment and I have notified the Leasing office of my move-in date and confirmed the apartment is available on my move-in date.
- I have paid any monies due to hold the apartment and found out how much I owe when I move-in.
- I have received my new address to announce to friends.

Moving to New Apartment Home:

- I have scheduled a date with a mover, rented a truck or enlisted help for my moving day.
- Gotten boxes, packing papers, tape, etc. for the move day.
- I have scheduled the time and date to sign my new lease with my community so everything will be ready when I get there.
- I have set-up the required utilities in my name.
- I have filled out a forwarding address slip for my local post office to send me my mail.
- I have obtained the appropriate Renters Insurance coverage prior to my move-in; I will provide the leasing office with a copy of my policy before I sign my new lease.

Move-In Day:

- I have gotten my utilities set up and any required proof is available for my leasing office.
- I have gotten a copy of my Renter's Insurance policy to give to the leasing office.
- I have gotten a cashiers check or money order in the amount I owe for my move-in day.
- I have signed my lease and received my keys and asked for a receipt for the money I paid to move-in.
- I have broken down my moving boxes and brought them out to the refuse area located at my property.

I am moved in and still may need to do the following:

- If my community requires a village sticker I have 30 days to obtain it for my vehicle to avoid a ticket.
- I am going to a local Department of Motor Vehicles to obtain my new drivers license with my new address.
- I have made sure I am receiving the mail appropriately over the next couple of weeks but I will still notify my bank, Credit Card Company, workplace, and others by mail of my new address.
- I may want to get my rent on auto pay; I have notified the leasing office and picked up a new form or printed it from MyPerfectPlace.com on the Resident Link page, in the MyConnect link. I have dropped the form off at the leasing office.
- I may want to get my checks re-printed with my new address on them.
- I have become familiar with the community guide that was given to me when I moved in to find out further details about my new home.

