

CHECK IN PROCEDURE NEW RESIDENTS

Welcome new residents!

1. CHECK IN: Come to the Elmwood business office located at 1420 Rollins Ave Se. See the location on the home page upper right corner with map

If your lease starts September 1, then you can check in September 1 from 9am to 6pm. All apartments are currently occupied, and you cannot check in and get keys until September 1, UNLESS the current residents have left early. We will advise you if they have left early, because we prefer new residents check in as soon as possible.

BRING YOUR SEPTEMBER RENT PAYMENT IN CASH OR CHECK. The rent amount is written on the copy of the lease agreement you received when you reserved your apartment. For September ONLY, each resident may pay individually. Include your building-apartment number in the memo blank.

Starting October, ONE CHECK PER APARTMENT PER MONTH payable to **Elmwood Properties**, including the corresponding rent payment coupon you will receive upon check in

CAUTION: There is a long line of new residents checking in on September 1, and many cars trying to get near the building doors to unload.. If you do not NEED to check in September 1, you can find the moving to be much easier on September 2 or 3.

3. MOVE IN DOORS: Buildings 1701-1725, 1100, 1410, 817, 1313, 924 ALL MOVING THRU THE BACK DOORS, NOT THE FRONT DOOR

4. UNWANTED FURNITURE: DO NOT PUT AT OR NEAR THE DUMPSTERS. The trash company cannot take it

5. PARKING: Each apartment has a parking space assigned and identified with a sign clearly stating the building and apartment number. Additional parking spaces are available for \$50 per month, payable 3 months in advance, and you can reserve them at time of check in or any other time of the year.

6. APARTMENT CONDITION ACCEPTENCE FORM: You will receive this form when you check in. As soon as possible, complete the form, every resident sign and date, and return the white copy to the 1420 Rollins Ave SE mailbox, and keep the yellow copy for your records. Be sure to put your building number and apartment number on the form. We will complete all we can ASAP.

TELL US YOUR ARRIVAL DATE TIME FOR CHECK IN.

Email us at apartments@elmwoodproperties.com Include your name cel phone, arrival date and time so we can schedule people to attend to your check in