

# MOVE-IN INFORMATION



36693 Moravian Drive  
Clinton Township, MI 48035

Dear future tenants at \_\_\_\_\_:

We are very excited for a year of greeting new tenants and building new relationships. Gutow Management cares a lot for both the well being of our renters and that of our house in which you have chosen to live.

Schedule **today** by telephone to turn utilities on in your captain's name to begin [date according to lease specification] at 8:00 AM. **Failure to do so may prevent preparation for your moving in.**

**Mandatory to phone the first three below:**

1. Board of Water & Light ..... (517) 371 – 6006 (monitors electricity only)
2. Consumer Energy ..... (800) 477 – 5050 (gas bill)
3. City of East Lansing Water Dept. (517) 337 – 1731 (monitors water only)

**Optional to phone if you desire their services:**

4. Ameritech... (800) 244 – 4444
5. Comcast Cable... (888) 266-2278

**Please call sometime after August \_\_\_\_\_ to schedule a move-in time on, hopefully, Sunday, \_\_\_\_\_, definitely August \_\_\_\_\_.** First, before you move in any furniture, you must complete with a representative from Gutow Management present an inventory checklist. Second, in order for tenants to pick up keys to the house, you must pay in full the first installment of rent. The first payment consists of four months' rent presented in the form of ONE CERTIFIED CHECK from only your house captain. **Your first payment is \$ \_\_\_\_\_.** (Note: Banks and credit unions require cash and/or time for checks to clear before issuing certified checks. Plan accordingly.)

We try to provide a clean house upon move-in date. Keep in mind it will be to the point where we expect it to be when you move out and we would not deduct for cleaning from your cleaning deposit. It is unlikely to have sparkling windows nor to be free from every dust particle, but definitely clean enough. Expect to have to do some minor cleaning. We do the best we can do with the time we have. Please inform your parents of these cleaning issues.

Gutow Management welcomes you to your home. We care about the condition of your house over this next year, so with responsibility and co-operation on your part and ours, we know we will have a successful year together. If anything should happen to need repair, please call and we will try to have it fixed directly.

Thank you again for choosing one of our properties. Let's have a great year!

Sincerely,  
Gutow Management