



MOVE IN PROCEDURES AND INFORMATION

This information is for all tenants renting an apartment through GreenScope Properties. Please read this information carefully so that you may fully understand the moving-in process.

If you will be paying for electric or gas, you will need to contact New York State Electric and Gas at 1-800-572-1111. Check your lease—you will probably need to put the bill into your name. Failure to do this could result in no power being available when you arrive at the apartment. You should also consider contacting the telephone and / or TV cable companies ahead of time, as they get very busy later in the summer.

Your monthly rent is due at the beginning of your lease. The rent is due whether you will be moving in right away or not. Please don't assume that you already paid the first month's rent--the first two payments that we collect are for security deposit and **last** month's rent. We collect the first month's rent at the start of the lease. If you will be the first person moving into your house or apartment, please make sure that you and your housemate(s) have sent in their rent. In most cases we cannot let tenants move in unless the entire first month's rent has been paid.

When you are ready to move in, please contact me via email. Please contact us at least 24 hours (but preferably a week or more) in advance of your arrival. We do not meet you personally at the apartment for move in; instead we will arrange for your apartment to be unlocked, with keys and a welcome packet and/or move in inspection form waiting for you inside.

We must be notified regarding any subletters or guests who will be living in the apartment. There is an official sublet authorization form that needs to be filled out and approved by us. If you have subletters moving into the apartment, we cannot allow them to move in unless we have written authorization from you. All of these requirements must be met before they arrive. If you are unsure of the subletting process please take a look in the appropriate section of our website.

The first person to arrive will receive all the keys for your apartment. If you will be arriving after one of your housemates, that person will have your key. Please do not call me to pick up your key—I will give all keys to the first person moving in. If you are renting one bedroom in an apartment instead of the entire apartment the procedure is slightly different. In that case we cannot leave the apartment unlocked as it wouldn't be secure for the other tenants. Instead we will either, leave your bedroom door unlocked with keys inside and ask one of the other tenants to let you into the apartment, or we will meet you and let you in if they are unavailable.