



210 Huronview Blvd, Ann Arbor, MI 48103 | (734) 663-8989

*Please be sure to read thoroughly!*

Here are a few bits of information that will help facilitate a smooth move in for both the tenants and landlord:

### **Questions / Concerns?**

You are welcome to call or email us any time. Our office hours are: 10:00 AM to 4:00 PM Monday through Friday, excluding most holidays and our voicemail will take your messages at any time.

Office Phone: (734) 663-8989

Office Email: oldtown.a2@gmail.com

After Hours Emergency Maintenance Answering Service: (734) 668-3013

### **MOVE-IN DAY REQUIREMENTS:**

1. *Check in at our office: 210 Huronview Blvd. Ann Arbor, MI 48103*  
Your move-in packet will be prepackaged with keys for pick up.
  - ***Move in packets MUST be picked up!*** They have important information in regards to the property, our company policies, along with your move in inspection/maintenance forms!
  - All forms must be returned within 7 days of move in!
  - *If you need to arrange an after hours move in, please reach out to the office directly to coordinate!*
2. ***First month's rent and security deposit must be paid in full before any keys can be given out.***
  - *If you are a member of a group, this does mean that ALL roommates must pay all of their portions of rent before move in.*

3. *The specific utilities, for which you are responsible, must be in your name, with proof of service provided to the office.*
- ***Utilities must also be scheduled and proofs must be shown to the office before you can pick up keys.***
  - *Please check your lease for specifics on which utilities you need to schedule*
  - *Most duplexes and single family homes are responsible for all utilities and most apartments are responsible for gas and/or electricity but **CHECK YOUR LEASE TO BE SURE.***

### **FURNISHED UNITS ONLY:**

All furniture requested/provided **MUST** stay in the unit for the entire term of your lease. Please reach out at least two weeks prior to your lease start date if you **DO NOT** need a piece of furniture that is included in your lease.

### **UTILITY PROVIDERS & INFO:**

If you are responsible for any utilities, it's a good idea to set up your accounts with the following providers **at least 2-3 weeks prior to move-in.** Things can get hectic the day of. If you have roommates, make sure the person put in charge of paying the utilities is mellow enough to endure some frustration.

**Please make sure you check your lease for specifics on which utilities you need to schedule before calling the utility companies!!**

- **Electricity and Gas:** provided by DTE Energy at (800) 477-4747 or online at [dteenergy.com](https://dteenergy.com). They'll provide you with an order number after you have set up your account, which will need to be given to the office prior to your move-in.
- **Water:**
  - City of Ann Arbor: (734) 994-2666 or <https://www.a2gov.org/services/Pages/Start-Stop-Service.aspx>
    - You may be required to drop or scan a copy of your lease to the water department and pay a deposit when putting the water into your name.

- Ypsilanti & Ypsilanti Twp:
  - The water will **remain** in our name and we will be signing you up to receive a duplicate bill in the mail.
- Pittsfield Township: (734) 882-3105
- Canton Township: (734) 394-5240 Softener service required
- Superior Township: (734) 480-5500
- City of Chelsea: (734) 475-1771 or <https://www.city-chelsea.org/Utilities/New-Service> (Electric and Water/Sewer)
- Home Telephone Service: We do not furnish nor maintain any telephone wiring.
- Cable TV / Internet: We do not provide, nor guarantee cable service at your residence, though connections may already be in place. The two most common providers in the area are:  
*Comcast – (800) 934-6489*  
*AT&T – (888) 333-6651*

You can also access this information page in your portal.

Thank you,

Old Town Realty, Inc