

5/15/2012

Dear «First\_Last»;

Future Residents of: «Name», Apt. «Unit»

Your move-in date is rapidly approaching! The following is information you and your roommates will need to help make your move-in a pleasant experience. **You are the contact person for your apartment and you are the only resident receiving this letter. It is your responsibility to share this information with all other leaseholders.**

On move-in day, you will receive a packet with the appropriate keys for all of the leaseholders. Only one person from your group should come in to the office to pickup the move-in packet. That person will then distribute the contents to the other leaseholders.

Your move-in day is «Lease\_From» at **10 am**. The office will only be open on this day from **10 am to 1 pm; you must pick up your keys during these hours. NO EXCEPTIONS WILL BE MADE, REGARDLESS OF REASON.** If you fail to pick up your keys during the allotted time frame, you may pick them up on the next regular business day (Tuesday 9/4/12 at 9:00am). Please note that this office is closed on Labor Day in observance of the Labor Day Holiday and therefore no keys will be issued on that day.

**Payments:** Your account balance is currently \$ «Amt Owed». All payments must be received before you can move-in. A move-in packet will not be made available for your apartment if the outstanding balance has not been paid. If you have any concerns regarding your account status, please contact Prime Student Housing at (734) 761-8000, Mon. - Fri. (9 am - 5:30 pm).

**Early Move-Ins:** Early move-in dates can be arranged prior to July 9th. **Limited space is available and early move-ins are taken on a first come, first serve basis.** The early move-in dates and fees are as follows:  
*August 28<sup>th</sup>, 2012 - \$ 450.00*                      *August 31<sup>st</sup>, 2012 - \$300.00*

**Electric:** Contact DTE in **ADVANCE** at **(800) 477-4747** to place the electric service in your name. Electric must be put in your name before the time of move-in. (The electric company does not have to come to your apartment; this can be handled over the phone). For each month the utilities are not in the resident's name, a \$25 administration fee will be charged to the residents account.

**Telephone:** For phone service, contact **AT&T** at **(800) 244-4444** to arrange connection.

**Cable:** Contact Comcast Cable at (800) 266-2278 to make an appointment to set up your cable.

**Please note that you must arrange all utility services in advance and they must begin no later than your move-in day. This applies even if you do not take occupancy until after your designated move-in date.**

Attached is a list of the bedroom furniture requested for your apartment for the upcoming year. We urge you and your roommates to finalize any and all decisions regarding your apartment; i.e. bedroom furniture requested, move-in date, etc **ASAP**. Prime Student Housing will be **UNABLE TO ACCEPT ANY CHANGES CONCERNING YOUR APARTMENT AFTER JULY 9<sup>th</sup>**. Any changes must be **submitted in writing** no later than July 9<sup>th</sup>. Our fax number is (734) 761-8222.

Please plan ahead and make all the necessary arrangements for a smooth move-in. We look forward to your stay here with us at Prime Student Housing. If you have any questions or concerns, please call Prime Student Housing at (734) 761-8000.