



## Welcome to The Gardens on Prairie Rose

*We hope this checklist is helpful. Please call Kelly or Lisa if you have any questions or need assistance making your move-in as stress free as possible.*

### Securing an Apartment:

- I have been approved for my new apartment and have arranged with the office my move-in date/time. My new address is \_\_\_\_\_ Roscoe, Illinois 61073. I will be moving into my new home on \_\_\_\_\_ at \_\_\_\_\_ am/pm.
- I have scheduled the date and time to sign my lease on \_\_\_\_\_ at \_\_\_\_\_ am/pm.
- My lease and paperwork have been signed. *Copies of these documents will be given to me on move-in day.*
- I have paid any monies due to secure the apartment and found out how much I owe when I move-in.
- I have received my new address to announce to friends.
- I have submitted paperwork for my pet and received approval for my pet. **(See attached)**

### Moving In:

- I have obtained the appropriate Renters Insurance coverage and given a copy to The Gardens on Prairie Rose prior to my move-in date.**
- I have scheduled a date and time with a mover, rented a truck or enlisted help for my moving day.
- I have gotten boxes, packing papers, tape, etc. for the move day.
- I have set-up the required utilities in my name. **(See attached)**
- I have filled out a forwarding address slip with my post office to send me my mail.

### Move-In Day:

- I have a cashier's check, money order, or personal check in the amount I owe for my move-in day.
- I have checked in with the office, paid my rent, and received my keys, mailbox key, garage door opener, pool/fitness room pass, Resident Advantage Card and move-in packet.
- I completed my move-in inspection checklist and it has been turned in to the Prairie Rose Office.
- I have been given access to the tenant portal, enrolled and can now make payments online and submit maintenance requests through the portal.

### I am moved in and still may need to do the following:

- Visit the local DMV to obtain my new driver's license and or change license plates with my new address. The Roscoe local DMV is located at: 10631 Main Street, Village Hall, Roscoe, IL. 815-623-9063: Open Wed, Thurs, Fri, 9 am to 4 pm. Closed from 1-2:00 p.m. for lunch.
- I have made sure I am receiving my mail appropriately, but will still notify my bank, Credit Card Company, workplace and others of my new address.

