

Move in Information

Hidden Pines – Meloy Rd

Manning Properties, LTD is looking forward to your arrival at the Hidden Pines complex in August. There is some very important move-in information that we must convey to you. Please read the following information carefully. Please save all non-urgent questions for after move in.

#1 (MANDATED for NON-INCLUSIVE GROUPS ONLY) For those who **DID NOT CHOOSE THE ALL INCLUSIVE UTILITY PLAN**. Transfer of Electric: Please make sure you transfer the electric service into one of the tenant's names. Service provider First Energy can be reached at 1-800-633-4766 or you can set up electric service by visiting their website at www.firstenergycorp.com. Please have your service start date to be August 8, 2010 and contact the electric company to schedule this transfer by July 26 (they may be backed up and need a week or two notice)

#2 ALL TENANTS: Cable, Phone and Internet – These services can be schedule to start on August 8, 2010. Most tenants just use cell phones and do not have a unit phone. Usually, Internet and Cable service can be packaged together and setting up a wireless network in your unit is the most prominent way to go. Service provider Time Warner Cable can be reached at 1-800-826-2983. Time Warner is backed up 2-3 weeks during this time of year so someone make this call as soon as possible.

#3 Moving In

If you plan to move in on the 8th:..... Your move in is scheduled for anytime after 10am on **Sunday, August 8**. Your keys will be left in the unit and the door unlocked on August 8. Representatives from our Property Management group may be in the complex during the move in day. You will be asked to schedule a meeting with the owner a few days later and after you are settled in. The owner will go over a few operational items in the unit and answer any questions you may have at that time. A list of available appointment times will be given to you at, or shortly after, your move-in. Please note that some minor repairs may still need to be done after your move in and we will move as quickly as possible to expedite those without interfering with your move in. We appreciate your understanding in advance.

If you plan to move in AFTER the 8thIf you plan on moving in on a day **after** August 8, that is **not a problem**. Instead, please e-mail us (tmanning@manning-properties.com) and let us know what day the first person plans to arrive so we can plan accordingly. Knowing that you will arrive later than August 8 will allow us to plan accordingly. So please coordinate with your roommates as to when the first person will show up if all tenants plan on showing up later than the scheduled move-in day of August 8th. We will have the keys in the unit for you at 10am on the appropriate day of your choice. This only applies to the first person who shows up. Once one person takes occupancy, the unit is considered turned over to the tenants. Other tenants arriving at a later date will need to coordinate with the one tenant who did take over the unit to get keys and such as they will be left with the earliest arriving tenant.

#4 **August 1** is the first rent payment due date (postmarked). Please MAIL your payment to Manning Properties, LTD. Invoices for your first payment have been sent to your e-mail and possibly mailed to your home addresses. Please make sure you, or someone at the residence, attends to this invoice and has payment postmarked by **August 1** to avoid any late charges and/or denial of move-in. Our address is listed below:

Manning Properties, LTD
PO Box 23111
Chagrin Falls, OH 44023

#5 Our preferred and most efficient **method of contact is e-mail**. Please do not hesitate to contact us with any questions. You can send an email directly to myself at Tmanning@manning-properties.com.

#6 Attached in PDF format are some forms that will be utilized for your move in. These will also be on the kitchen counter in the unit waiting for you upon arrival so you do not need to print these out. All of these can be held until the you have your landlord/tenant meeting. They will be reviewed by the property manager and any questions can be answered at that time.

A) Move in Repair Sheet – to be used for items that are in definite need of repair. These are items that affect the operation of the unit.

B) Move in Damage Report – to be used for items that you want to document as previous imperfections in the unit. These are items that won't necessarily be repaired, but you wanted to make us aware of it as an time that was previous to your move in. This is to protect you from any potential damage charges.

C) Tenant Information Sheet – Fill this out and hold onto until the landlord/tenant meeting.

D) All Tenants Read First – please review this letter upon move in.

We look forward to having you as new tenants and will strive to provide you quality housing in Hidden Pines. After everyone has moved in we will schedule the landlord tenant meeting. We will discuss repair items that may need to be done to your unit at that time. Contact us via e-mail if any repair item is in need of immediate attention (like a water leak or an item that has further damage potential).

The only thing information we need from you right now is what is the date of the first person in your group moving in? Please e-mail us this info so we can make sure the unit is open and ready on that date. Unit will be available after August 8, 10am.