

# Move In Steps

<b>PRE: Account Review</b>	<b>Review Account (Tenant Web Access: TWA)</b> - Review / Update any contact information
<b>PRE: Utility Setup</b>	<b>Setup Utilities In Residents Name</b> - Contact appropriate utility company (refer to move in docs for utility responsibility) - <b>Ohio Edison (E):</b> 800-633-4766 - <b>Enbridge Energy (G):</b> 800-362-7557  - Start Service > Schedule Date Of Move In - Recommend contacting early, 2-3 weeks prior if possible
<b>PRE: Payment(s)</b>	<b>Refer to Welcome Home Letter or TWA Charges</b>  <b>Pay Security Deposit = First Month Rent</b> - Paid to Rentable using Invitation Link Sent by Gold Zone Rentals - Contact GZR by email if need assistance with link  <b>Pay First Month (or First and Last Month) Rent Charge</b>  <b>Pay Additional Fees (Parking Passes / Pet Fees / Resident Benefit Package)</b>
<b>Day Of Move In</b>	<b>Bring The Following:</b> - <b>Personal Identification</b> - <b>Proof of Utility Set Up</b>
Account Review	<b>Review Account With Gold Zone Rentals Representative And Confirm:</b> - <b>All Documents Signed</b> - <b>Security Deposit Setup / Paid In Rentable</b> - <b>Rent Charges Paid In Full</b> - <b>Additional Fees Paid In Full</b>  <p style="text-align: center;"><b>NO OUTSTANDING BALANCES AT TIME OF MOVE IN</b></p>
Utility Confirmation	<b>Provide Gold Zone Rentals Representative With Proof Of Utility Setup</b> - <b>Account Number(s) Required</b>
Additional Information	<b>If Applicable:</b> - Parking Passes - Door / Facility Access - Wi/Fi Access Codes - Register Pet Information
Move In Inspection	<b>Confirm receipt of Rent Check Move In Inspection Invite</b> - Complete Prior to Moving Possessions In
<b>Pick Up Keys</b>	Welcome To Gold Zone Rentals