
MOVING IN

UPON ARRIVAL

You may pick up the keys to your new home after 3pm on your move-in date. Please come by the office at 224 14th Street, NW, during office hours. The security deposit, rent(s) & utilities must be paid in full before you move in. You may pay with check, cashier's check, or money order; unfortunately we are unable to accept cash. We are able to accept credit cards for a processing fee of \$25.00. We will have an informational packet for you upon arrival and, if applicable, we will issue you a parking permit.

GROUP RENTALS

The first resident to arrive from your group will receive the move-in information packet and all keys (once the apartment/house account is paid in full) and will then be responsible for distributing all keys and information to the other roommates upon their arrival.

OFFICE HOURS

Office hours are generally 8:30am - 5:00pm, Monday, Wednesday - Friday. Tuesdays we are open 10:00am - 5:00pm. Please make arrangements to arrive during office hours as picking up keys after office hours is not permissible.

FURNITURE

Furniture for your bedroom/study (a bed, chest of drawers, and a desk with a chair) is available to rent for the length of your lease. If interested, please let us know as soon as possible as availability is limited. Furniture is provided in the central living & kitchen areas of apartments with private suites. Living room and kitchen furniture is typically not provided in group apartments or houses.

UTILITIES

If you have leased an apartment/house, please refer to your rental agreement; you may need to make arrangements to have some or all utilities activated. You may contact Dominion Virginia Power at 888-667-3000 for electricity and the Charlottesville Utility Office at 434-970-3211 for gas and/or water.

If you have leased a private suite, the utilities (gas, electric, water, sewer, and internet, if applicable) will be on when you arrive. If Internet Service is provided by Woodard Properties, you may visit www.charlottesvilleisp.com/woodard or call 434-422-9301 with any questions.

Telephone If you wish, you may make arrangements with CenturyLink for local telephone service at 800-535-0189.

MISCELLANEOUS

Window blinds are provided. However, you will need to bring a shower curtain.

Rent Payment for rent(s) and utilities will be due upon move-in, if you have not already prepaid.

Please remember that rent is due on the first of each month as you will not receive monthly invoices.

By paying on time, you will establish good credit and avoid costly late fees. Payments may be made with check, money order, or cashier's check. Please make the payments for the proper amount as we are unable to give change. Once again, please remember that we are unable to accept cash.