

Haley Estates Move In Checklist

1 of 1

Unit # _____

Move In Date: _____

The following checklist will assist you as you in move into your Haley Estates condominium.

- _____ 1. Read, sign, and date the **Haley Estates Tenant-Landlord Agreement** and **Haley Estates Cleaning & Repair Charges** forms, then mail, fax, email, or return the physical copies to Troyer Management (see address below).
- _____ 2. Pay the deposit of \$ _____ to reserve condo.
- _____ 3. Pay the first month's rent of \$ _____
- _____ 4. Contact the U.S. Post Office to have your mail forwarded to your new address.
- _____ 5. Contact utility companies to transfer billing to your name effective as of your move in date.
 - _____ a. **Gas** – NIPSCO, PO Box 13007, Merrillville, IN 46411-3007 – 1 (800) 464-7726 – nipsco.com
 - _____ b. **Electric** – Indiana Michigan Power, PO Box 60, Fort Wayne, IN 46801 – 1 (800) 311-4634 – indianamichiganpower.com
 - _____ c. **Water/Sewer** – City of Kendallville, S. Main St., Kendallville, IN 46755 – (260) 347-2452 – kendallville-in.org
- _____ 6. Contact Troyer Management to confirm utility billing has been transferred .
- _____ 7. Contact communications & media companies to set up billing in your name. (Optional)
 - _____ d. **Telephone, Cable / Satellite Television and/or Internet**
 - _____ AT&T – 1 (800) 742-8771 – att.com
 - _____ DIRECTV – 1 (888) 656-8292 – directv.com
 - _____ DISH Network – 1-800-823-4929 – dish.com
 - _____ Mediacom – 1 (800) 874-2924 – mediacomcable.com
 - _____ e. **Newspaper** – KPC Media (260) 347-0400 – kpcnews.com
- _____ 8. Contact Troyer Management with your new phone number ASAP.
- _____ 9. Inspect condo and call our office if there are any problems or maintenance items.
- _____ 10. Contact Troyer Management to pick up key & garage door opener.

Thank you for your assistance. Enjoy your new home at Haley Estates!

Haley Estates

% Troyer Management, 1510 West Ludwig Road, Fort Wayne, IN 46825
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