

# Elkins Apartments Move-In Day!

The big day is finally here! There's excitement in the air, boxes are packed, and you can't wait to set up your new home. Whether you love to move or dread it (looking at those helping), here's a quick guide to how today is going to work.

1. **No zero, no keys.** Make sure your balance on your tenant portal is at zero for you and your roommates. If you come and that number isn't zero, we won't be able to give you your keys!
2. **Head around back.** When it's go time (2 pm) head to our offices to fill out final paperwork and pick up your keys/codes. In the figure below, you can see where we'll be stationed AROUND BACK and which table you should line up at according to your unit's address.
3. **Give us a John Hancock or two...** We know, paperwork is no fun but it's super important. At the tables we'll have you sign a few forms and hand you a move-in inspection form for you to fill out on entering the apartment. This form is where you will record anything you think is of note (i.e. cleaning, maintenance, etc). Fill this out ASAP and leave it on the kitchen countertop so it's ready to go when we swing by to pick it up!
4. **Go go go!** Once everything is handled, you're free to go and get set up. Make sure to fill out your move-in inspection first thing as we'll be making rounds to pick it up.

