



## MOVE-IN PROCEDURES

Your move-in day is approaching and we need to be sure that you are aware of everything that will be happening on that day! Your contract begins on **August 25<sup>th</sup>**. Unfortunately, the move-in day listed above is the earliest that the unit will be available for move-in.

### What to Expect on the Move-In Day:

- Please arrive at **653 Amherst Road** no earlier than **9am**. When you arrive, please drive to the leasing center and our staff will direct you to the correct place. To make the move-in process as smooth as possible, we have created time blocks for your arrival. The time blocks are based on your unit number. Please see below.

TIME	[AREA/BUILDING/FLOOR]
9am	C1 Floorplans
10am	C2 Floorplans
12pm	B2 Floorplans
2pm	A1 Floorplans
3pm	B4 Shared Floorplans

- On move-in day, we will verify that the full month's installment, fees, and any outstanding paperwork is complete before giving out keys. Keep in mind we will only accept certified checks, no cash nor money orders. If you pay online before you come, please bring a copy of the online confirmation. Please note that your first month's installment is due no later than **August 1<sup>st</sup>**. Please be sure all fees and your 1st month's installment are paid on time as it will ensure your unit is secure and you are ready for move-in day.
- Resident is responsible for the following utilities: **Electricity**. See the utility info page for steps you must take prior to moving.
- When you move in, we will issue you key(s), passes, and any codes required to access the amenities, your home, and your bedroom. Our staff will provide you with the electronic move-in inspection report. You will have 48 business hours to submit the inspection report online. Any damages listed on an inspection will not be charged to your account at the end of your contract.

**If you have any questions about missing paperwork, the amount you owe, etc., please contact our office at 413-216-0388 or [info@North116Flats.com](mailto:info@North116Flats.com)**



## MOVE-IN MAP

Welcome to **North 116 Flats** – We are pleased that you chose our community for your new home! Now that the Fall Semester is right around the corner, we are finalizing preparations for **North 116 Flats 2023 Move-in Day**. It is our goal to make sure your move-in process is as seamless and enjoyable as possible.

Below you will see the move-in process mapped out in stages.

1. Arrive at the leasing center.
2. Staff will greet you and check you in.
3. Staff will show you where to go!

