

Move-In Checklist

☐ **LEASE AGREEMENT**

You will receive a separate email notification that your lease agreement has been sent out. Your lease can be signed electronically by logging in to your tenant portal (or the app). All tenants and cosigners must sign the lease agreement.

☐ **UTILITIES**

You will need to call to get the utilities (check-marked in your lease agreement) turned on and activated. You must email the account numbers to Katie at korient@ppmrealty.com. Please be sure you call at least a week or two before your move in date to ensure there is no delay in transferring the service.

☐ **RENTERS INSURANCE**

You can use any third party for renters insurance, but if you do not provide proof of your coverage (declaration page) you will be charged a \$25 Non-Compliance Fee per month. We should be listed as, NextHome PPM Realty, as an "additional interest" on the policy and have a \$100,000 minimum personal liability. You can upload your documents directly to your tenant portal or send them to Katie at korient@ppmrealty.com.

☐ **KEYS**

If all move in items are complete, you may begin moving in anytime after 1:00 PM on your move in date. If you require a Front Door Building key you will need to make an appointment to pick it up at our office (1308 Peermont Avenue, Dormont, PA 15216) during business hours (Monday – Friday 9:00 AM to 4:00 PM).

☐ **PARKING**

If your street requires a parking permit you will need to purchase an on-street parking permit (as check marked in your lease agreement) if you do not have an assigned parking space, have extra vehicles, or need to use for guest parking. If we have off street parking it is enforced with towing so please be sure your vehicle is only in your assigned space that was listed in your lease agreement. TRAVIS TOWING 412-904-3311

☐ **MOVE IN INSPECTION**

On your move in day, we will email you a Move-In Inspection Form that will allow you to note any wear-and-tear throughout the apartment.

☐ **MAINTENANCE**

Throughout your tenancy, if you have a maintenance request you can submit it here: <https://www.ppmrealty.com/maintenance-request>

Please log into your resident portal below (or the app) and submit any non-emergency maintenance request. If it is a maintenance emergency, please call 412-343-6206 Press 9 and you will be routed to our on-call technician.

Please be advised that any non-emergency call to our on-call line will be subject to charges.

