



MOVE-IN REMINDER LIST

DO

- Do complete **Inventory Checklist** and mail it back to PTP Management before September 20, 2009.
- Do sign up for **utilities and telephone (Prior to move-in day)**:
 - Electricity & Gas / DTE: **(800) 477-4747**
 - Telephone / SBC: **(800) 244-4444**
 - Cable TV / Comcast: **(734) 973-2266**
 - Water / AA Utilities: **(734) 994-2666**
- Fill-out the enclosed **parking form** and get your **parking sticker** at the check-in time. **DO** put your **parking sticker** on your vehicle **immediately!** Lost or misplaced stickers are not replaced. Vehicles without a valid sticker—or any vehicle parked on the lawn or in front of a dumpster — will be towed at the vehicle owner's expense!
- Do turn in any **Repair Requests** for service on-line at: www.um-housing.com or by calling (734) 657-2096.
- Do put **trash** neatly in cans or dumpster provided. Whole houses **MUST** take cans to the curb **AND** return them from the curb at the end of the day.
COLLECTION DAYS: Tuesday
- **Do get recycling containers.** They may be picked up at 220 E. Huron St., Basement of City Center. Call 734-994-2807.
- Do call in or e-mail your new **telephone number** (or cell number) to ParTech Properties Holding, LLC (734-657-2096) or e-mail: info@um-housing.com before September 30.
- Do get a **vacuum cleaner**—it will be very useful!
- Remember to pay rent by the first of the month. Avoid fines and late fees!

DO NOT

- ❖ Do not have **PETS OR ANIMALS** in your unit, even as visitors. Heavy fines will apply.
- ❖ Do not use tape, gum or adhesives to hang pictures. Please use tacks or picture hangers instead.
- ❖ Do not flush feminine hygiene products, bar soap or other items down toilet which clog plumbing and create backups and expensive tenant charges!
- ❖ Do not use duct tape on carpet or walls.
- ❖ Do not put grease, wax or other clogging materials down kitchen sink or other drains.
- ❖ Do not operate garbage disposal if non-food items (e.g., bottle caps, pennies) have dropped in.
- ❖ Do not take furniture outside. Replacement costs are expensive.
- ❖ Do not go out on roofs and fire escapes. Repairs can be extremely expensive!
- ❖ Do not overcrowd the porches or balconies. We are concerned for the safety of both you and your guests.
- ❖ **DO NOT USE DRANO!** Use a small plunger and if that does not clear the problem, call Management Office @ (734) 657-2096 for assistance.
- ❖ Do not prop open exterior doors—they are there for your security.
- ❖ Do not store items within 5 feet of Hot Water Heater or Furnace. City Fire Codes. There are fines for non-compliance.

REMEMBER!

It is important that you read your lease and its “Rules And Regulations” section, since the list above is not complete.