leasing@rentwestsidevillage.com
www.rentwestsidevillage.com
623 W. College Ave. Rear#8
State College, PA 16801
Phone: 814-234-1707

BY AUGUST 1, 2012

WE MUST HAVE THE FOLLOWING:

Lease completed and signed by every tenant

Notarized Parental Guarantees

Parking Leases and deposits

Security Deposits

First Months Rent

Application Fees

By August 24, 2012

Electric in a member of your apartments name

Electric Company

WestPenn Power

1-800-255-3443

Cable/Internet

Comcast

1-888-266-2278

Windstream

1-866-445-3402

Dear Future Resident,

Welcome to Westside Village for the 2012-2013 year! This letter is just to touch base with all of the incoming tenants and to go over a few items prior to move-in.

- First month's rent is **DUE AUGUST 1, 2012**. Please make checks payable to Westside Village and mail payments to 623 W. College Ave., Rear #8, State College, PA 16801. If you still owe a security deposit, it must be written on a separate check.
- Move-in is scheduled for AUGUST 25, 2012 AT 623 W. College Ave. Rear #8. No one will be permitted to move in early. A representative from Westside Village will be there from 12 Noon to 2 PM to issue keys, issue parking passes, information packets, answer questions, etc. At least ONE person from your apartment MUST BE THERE BETWEEN THOSE HOURS!!! If for some reason no one from your apartment will be moving in on August 25, 2012 you must call to make arrangements to pick up the keys and the information packet (814-234-1707) Monday through Friday between the hours of 8:30 AM and 5:00 PM. **We will be giving all keys and move in information to the first person that shows up to pick up your move in packet**.
- Only ONE PERSON from each apartment must call WestPenn Power to set up your apartment's electrical service. When you call you need to let the electric company know your address in order to connect service. You can find this on a copy of your lease. If you are still unsure, feel free to e-mail us at leasing@rentwestsidevillag.com.

****Absolutely no keys will be given to anyone in the apartment until we have proof that the electrical service has been transferred into one apartment member's name. The electric must be placed in your name by Friday August 24, 2012. The electric company can only place electric in your name Monday-Friday. Once you have done this you can either call or e-mail us with the account number.** **

If any of your contact information has changed please email us with updated information at leasing@rentwestsidevillage.com. It is very important for us to have your correct email address because we use email to send out monthly rental statements and other important notices and information.

Enclosed is a list of other utility phone numbers that may be useful to you i.e. cable, phone, internet access etc.

NO ONE WILL BE ALLOWED TO MOVE-IN IF ANY ORIGINAL TENANT DOCUMENTS WERE NOT TURNED IN. WE MUST HAVE ALL LEASES SIGNED, RENT, SECURITY DEPOSITS AND NOTARIZED PARENTAL GUARANTEES. IF THERE IS ANYTHING NEEDED TO COMPLETE YOUR LEASE AGREEMENT A LISTED OF ITEMS WILL BE ATTACHED OF THOSE ITEMS.

If you have any questions, concerns, or need to set up a time and date that will be convenient for you to move in after August 25, 2012 please e-mail leasing@rentwestsidevillage.com. We look forward to having you as a resident!