



### NEW TENANT MOVE IN INSTRUCTIONS

Congratulations on your approval to lease a property from Premiere Property Management! In order to make your move in as smooth as possible we have established the following procedures. Please complete this form and submit it via your tenant portal no later than 3 business days prior to your move-in/lease start date.

In order to receive access to the property on your lease start date, we must verify you have set up all utilities in your name. Please log into your tenant portal and view the “property information form” under tenant documents. This form contains the utility provider names along with helpful information such as trash pickup day(s). Please complete the below utility provider name(s) and account number(s):

Electric Service Provider \_\_\_\_\_

Account # \_\_\_\_\_

Gas Service Provider \_\_\_\_\_

Account # \_\_\_\_\_

Water Service Provider \_\_\_\_\_

Account # \_\_\_\_\_

Trash Service Provider \_\_\_\_\_

Account # \_\_\_\_\_



The Premiere Property Management Team