

**THE A. W. GERDSEN COMPANY**  
**3411 Clifton Avenue**  
**Cincinnati, OH 45220**

**Move-in Checklist**

1. **File lease for future reference.**
2. **Moving Vehicles** - Be careful not to block drives or reserved tenant spaces during move-in.
3. **Telephone** - Order telephone service (**565-2210**) well in advance of move-in date to allow enough lead-time for number assignment and installation. The phone line is normally located in the wooden phone stand built into the living room wall. **Please supply our office with both your daytime and evening phone number(s).** (Admiral tenant phones numbers must be programmed into the security/entry system to activate the system for them.)
4. **Gas/Electric service** - Order power service (**421-9500**) well in advance of move-in. Transfer power service for your particular apartment into your name for proper billing, effective the day you take possession of your apartment. You will pay for power for lighting, supplemental electric wall heaters (if used), and cooking (whether gas or electric).
5. **Rent Payment** - Make rent check payable to The A. W. Gerdson Company. **Make sure your check shows the both the building name and apartment number.** Drop checks in the mailing slot in the rental office front door or mail them to The A. W. Gerdson Company, 3411 Clifton Avenue, Cincinnati, OH 45220, **on or before the 1<sup>st</sup> of each month.**
6. **Building Rules & Regulations** - review and file for reference.
7. **Move-in trash** – Be sure to breakdown your cardboard boxes (while unpacking) and place in the dumpster. This saves space in the dumpster.
8. **Move-out notices** - Send or deliver written notice of your plans to vacate your apartment by the first of your last full month of residency. If you need to move out in the middle of the month, your notice must be given by the 1<sup>st</sup> of the preceding month.
9. **Storage Lockers** - A storage locker has been reserved for you in the basement. You'll find it tagged with your apartment number . (Plan to provide your own lock. )
10. **Further questions** - If you have questions after your move-in, call our administrative office at **861-2861**.

**ENJOY YOUR NEW QUARTERS !**