



Move-In Checklist

- ☐ Government issued photo ID.
- ☐ *Electric Account number. If you have roommates, remember to give them this number as well!
- ☐ *Proof of Renter's Insurance (i.e., the declaration page). Minimum required coverage is \$100,000 in personal liability. Please make sure the address listed on the plan includes the building address, apartment number, bedroom letter and bed number and the residents' legal name, as listed on the Lease Contract. You will also need to ensure the Interested Party is listed correctly. ***Please refer to the Move-in Process Letter for details.***
- ☐ **First Installment Paid
 - *Please note that your first installment will be due at time of move in and each other installment will be due on the First of Each month after move in.*
- ☐ Moving tools/equipment (dolly, screwdriver, hammer, etc.)
- ☐ Move-In Condition Form completed. This form will be in the Welcome Home envelope inside your apartment. Please take time to carefully fill this out and return to the leasing office within 72 hours of your move in date.

****These items must be uploaded to the online Move in Checklist, located in your Resident Portal.***

<https://quartersoncampus.residentportal.com/auth>

*****We recommend making online payments at least one day prior to your move in day. If you plan to pay by check, please have this ready at check-in.***