

## Move-In Checklist

### WALK-THROUGH INSTRUCTIONS

Fill out your walk-through form before you move anything in. Fill out as thoroughly as possible. This document will serve as written evidence of the condition of the property at the time you took possession. If this information is not on this document, you may be held responsible for damages when you vacate the premises.

- Please fill out your Name, Unit Address, and telephone number on form
- Include the date that the property was inspected
- If something is not applicable to your unit, put N/A
- If something was not cleaned, is broken, or not working properly, submit a maintenance request at [www.slorealty.com](http://www.slorealty.com) so we may address the problem
- **Return** walk-through form by specified date return date. Failure to return your walkthrough will signify that the unit condition was satisfactory and no damages were present upon move-in. Management will not accept walkthroughs turned in after specified return date.

Please return this form so you are not charged for any pre-existing damages when you move out.

- Set-up necessary utilities in your name.
- Electricity must be set-up right away, call PG&E to do so. Once you move-in we take it out of our name and power will be shut off.

### LIST OF SERVICE & UTILITY NUMBERS

Charter (Cable/internet)	805.544.2688	New Times	805.546.8208
Gas Company	800.427.2200	Sun Bulletin	805.772.7346
PG&E (Electric)	800.743.5000	Telegram Tribune	805.781.7800
SBC/AT&T (Phone)	800.310.2355	Post Office	805.549.8352
SLO Garbage	805.543.0875		(for mail lock & key concerns)
SLO Water	805.781.7133		

- Put your name in your mailbox. This lets the carrier know who is living there now and insures that you get your mail and get less mail for previous tenants.
- Make sure you return any necessary forms to the main office that you were provided with at move-in (such as walk-through).