



# Move In Letter

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## Welcome!

Welcome to Oxford! We're very excited to have you as a tenant and are touching base with all of our incoming tenants about their upcoming move.

### **First month's rent is due on or before your move-in date.**

Your move in balance will be available on Rent Cafe portal a week prior to your move in date.

You can pay online through your Rent Café portal or with money order or check at our office. If you pre-pay, you will have a credit balance in your account. The rent charge will then pull from that credit on your move-in date.

### **Key pick-up is on your lease start date at NOON.**

If you're unsure of what that date is, please contact our leasing department at [leasing@oxfordcompanies.com](mailto:leasing@oxfordcompanies.com). Our office will be open for calls from 8:30am - 5:00pm.

### **Only one person must come to pick up keys.**

If for some reason no one from your apartment/house is available on your move-in date, you may have another party pick them up. To do so, you must provide our leasing team, in writing, with their name and that you give permission for them to pick up the move-in packet and keys. You will send this information over to [leasing@oxfordcompanies.com](mailto:leasing@oxfordcompanies.com).

### **Utilities:**

If you are paying for heat and/or electricity, contact DTE (1-800-477-4747) as soon as possible to move utilities into your name. If you are paying for water, contact the City of Ann Arbor (734-994-2666). There will be a \$50 administrative fee added to your account for any utility bills we receive after your lease start date. This can also all be taken care of through the Updater app that you may have received an email about.

-If you are leasing a **parking space** or have one included in your lease, the passes will be included in your move-in packet. However, parking permits will not be issued until your parking lease has been signed and the first installment of parking rent has been paid.