



1824 Esplanade  
Chico, CA 95926

## **MOVE-IN INSTRUCTIONS**

\* Please read and follow all instructions carefully\*

**Step 1:** Immediately after moving in, please call PGE at 1-800-743-5000 to have the PGE transferred into your name. **NOTE:** If this is a house you also must call **California Water at 895-8486**. This must be done within 3-Days after your MOVE-IN date. Alliance calls to check it, if it is not transferred into your names Alliance schedules a shut off date.

\*Applies to single family units or select duplexes that do not offer garbage services\* For Garbage Service call: **Waste Management at (530) 893-8053 ext. 105**; For Cable and/or Internet Service call: **Steve at Comcast Cable: 530-624-1968**, or any vendor of your choice.

**Step 2:** Please review your documented MOVE-IN sheet; you may add any items that may have been missed on a separate piece of paper. (Please include a date). **Within 3-days** after your MOVE-IN, you must return the Alliance documented MOVE-IN sheet **signed** including any additions you have documented. If those are not received within 3-Days, our copy will supercede and **we will not accept any added documentation after the 3-Day window period.**

**Step 3:** If you find maintenance items, please call your Resident manager or our office to report them. (899-1602 ext. 27) Please make sure to include whether or not Alliance has permission to enter to repair these items. You must include a contact phone number. If this is not specified when you call our office **delays may occur.**

**Step 4:** Please review all of the House Rules. These will assist in the explanation of what is expected from all of our residents. Please make the time to thoroughly read your Lease Agreement.

Alliance Real Estate Management wants to insure you have a positive move-in experience. By following the above instructions your move-in experience will be a positive one. Although we strive for perfection, we are not perfect, but we will do our best to serve your needs in a timely manner.

Thank you for choosing Alliance Real Estate Management for your Housing needs!