

# LEGACY

REALTY & PROPERTY MANAGEMENT

Dear Future Resident,

Welcome to Legacy Realty & Property Management for the 2018-2019 year! This letter is to touch base with all of the incoming tenants and to go over a few items prior to move-in.

- First month's rent is **DUE AUGUST 1, 2018**. Please make checks payable to Legacy Realty and mail payments to 612 West College Ave., State College, PA 16801. If you still owe a Security Deposit, it must be written on a separate check payable to **Legacy Realty**.
- Move-in is scheduled for **AUGUST 18, 2018** at 612 West College Ave. No one will be permitted to move in early. A representative from Legacy Realty will be in from 10:00 – 2:00 pm to issue keys, parking passes, information packets, answer questions, etc. Only **ONE** person from your apartment **MUST BE THERE BETWEEN THOSE HOURS!!!** If for some reason no one from your apartment will be moving in on August 18, 2018 you must call to make arrangements to pick up the keys and the information packet (814-272-7772) Monday through Friday between the hours of 9:00 am and 5:00 pm. **We will be giving all keys and move in information to the first person that shows up to pick up your move in packet.** Please read through your move in packet thoroughly as it contains some very important information.
- One person from each apartment must call West Penn Power 1-800-686-0021 to set up your apartment's electric. You must provide the acct. number to Legacy **PRIOR** to move in to [info@legacystatecollege.com](mailto:info@legacystatecollege.com).

**\*\*Absolutely no keys will be given to anyone in the apartment until we have proof that the electrical service has been transferred into one tenants name. The electric must be placed in your name by Saturday, August 18, 2018. The electric company can only place electric in your name weekdays, Monday – Friday. Once you have done this you can either call or email us with the account number\*\***

- If any of your contact information has changed, please email us with updated information [info@legacystatecollege.com](mailto:info@legacystatecollege.com). It is very important for us to have your correct email address. We use email to send out rental statements and other important notices and information.

**NO ONE WILL BE ALLOWED TO MOVE IN IF ALL LEASING DOCUMENTS ARE NOT TURNED IN. WE MUST HAVE ALL LEASES SIGNED, RENT, SECURITY DEPOSITS AND PARENTAL GUARANTY'S. IF YOU HAVE PARKING, YOUR PERMIT WILL NOT BE ISSUED UNTIL YOUR PARKING LEASE IS SIGNED AND DEPOSIT IS PAID.**

- No parking passes will be issued on move in day.
- If you have questions, please email us at [info@legacystatecollege.com](mailto:info@legacystatecollege.com). We look forward to starting **our** legacy with you this academic year!

## Pre-Move In

**By August 1, 2018**

### **We MUST Have**

- Lease completed and signed by every tenant
- ALL tenant's Notarized Parental Guaranty's
- Parking Leases and Deposits
- ALL tenant's Security Deposits
- ALL tenant's First Month's Rent

## By August 18, 2018

- Electric in a tenant of your apartments' name

## Electric Company

West Penn Power  
1-800-686-0021

## Cable Company

Comcast  
1-800-266-2278

Windstream  
1-800-880-4570