



Move-In Process: From Approval to Keys

Step	Action	Details
1	Application Approval Notification	You will receive an official approval notice via email and your online resident portal.
2	Charge Hold Deposit	\$500 Hold Deposit is due as soon as possible to secure the unit. This will be applied toward your total Security Deposit at move-in.
3	Electronic Lease	The Lease Agreement will be sent via email for electronic signature. All residents must sign.
4	Welcome Form	Complete the Resident Welcome Form , which includes the link for your mandatory Utility Setup prior to move in.
5	Renter's Insurance	Provide proof of insurance meeting the specific terms outlined in your lease prior to move-in.

6	Move-In Funds	Pay your remaining balance. • >10 Days from Move-in: Pay via Online Portal. • <10 Days from Move-in: Certified funds only (Cashier's Check/Money Order).
7	Inspection Walkthrough	Conduct the initial walkthrough with staff. You have 10 days after move-in to submit a second copy with any additional notes.
8	Possession Exchange	Receive your keys, garage clickers, and common area access once all the above steps are complete.