

By August 1st, 2009



623 W. COLLEGE AVE., REAR #8  
STATE COLLEGE, PA 16801

We must have:

Lease completed and signed by every tenant.

Notarized Parental Guarantees

Parking Leases and deposits

Security Deposits

First Months Rent

Parking Rent

Application Fee

Utility Information

Electric  
Allegheny Power  
1-800-255-3443

Phone  
Verizon Residential  
800-660-7111

Cable/Internet  
Comcast  
888-266-2278  
D & E Communications  
800-326-9559

July 2009

### Welcome to Westside Village

Dear Tenant,

Welcome to Westside Village for the 2009-2010 year! This letter is just 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, 2009**.
- Please make checks payable to Westside Village and mail payments to 623 W. College Ave., Rear #8, State College, PA 16801. If you still owe a security deposit, it must be written on a separate check.
- Move-in is scheduled for **AUGUST 22, 2009 AT 623 W. College Ave. Rear #8**. Someone from Westside Village will be there from 12 Noon to 2 PM to issue keys, issue parking passes, information packets, answer questions, etc. At least 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 22, 2009 you must call to make arrangements to pick up the keys and the information packet (814-234-1707) Monday through Friday between the hours of 8:30 AM and 5:00 PM.
- Only **ONE PERSON** from each apartment must call Allegheny Power to set up your apartment's electrical service. When you call you need to let the electric company know your address in order to connect service. You can find this on a copy of your lease. If you are still unsure, feel free to e-mail us at leasing@rentwestsidevillage.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 apartment member's name. This means we need proof from the electric company, such as a letter, or you can e-mail us the account number.\*\*\*
- Enclosed is a list of other utility phone numbers that may be useful to you i.e. cable, phone, internet access etc.
- **NO ONE WILL BE ALLOWED TO MOVE-IN IF ANY ORIGINAL TENANT DOCUMENTS WERE NOT TURNED IN. WE MUST HAVE ALL LEASES SIGNED, RENT, SECURITY DEPOSITS AND NOTARIZED PARENTAL GUARANTEES. IF YOU HAVE PARKING YOUR PERMIT WILL NOT BE ISSUED UNTIL YOUR PARKING LEASE IS SIGNED, DEPOSIT IS PAID AND RENT DUE IS PAID. THERE IS A LIST ATTACHED OF NECESSARY ITEMS NEEDED TO COMPLETE YOUR LEASE AGREEMENT. IF ALL ITEMS HAVE BEEN TURNED IN, THERE WILL BE AN EXPRESS CHECK-IN PASS INCLUDED.**

If you have any questions, concerns, or need to set up a time and date that will be convenient for you to move in after August 22, 2009 please e-mail Erin Ridenour at info@rentwestsidevillage.com