



Skyline Plaza Move-In Checklist

Welcome to Skyline Plaza! To complete the move-in process, you will need to bring a few things to the Management Office:

1) **Lease / Settlement Statement** – We need to make a copy of the signed lease, or the signed settlement statement. The lease needs to have signatures of both the landlord and the tenant, and the signed settlement statement needs to have the signatures of the buyer, seller, and the real estate agent.

2) **New Resident information packet** – New residents must complete the new resident information packet. Please make sure to complete all the forms and list the contact information for everyone living in the unit, including phone numbers and e-mail addresses so they will be able to stay up to date with the latest information regarding Skyline Plaza. Vehicle information including license plate numbers are also important to write down in the specified fields.

*** Lease Rider *** if you are a renter- this needs to be signed by both you and the unit owner. The lease rider is one of the forms included in the new resident information packet.

3) **Photo ID** – When you bring your completed packet and lease / settlement statement, make sure to also bring your photo ID. We will need to make a copy of each adult resident's photo ID (everyone 18 and older). Acceptable photo ID's are either a passport or driver's license. We do not accept pictures via e-mail, we will need to make a copy of the actual ID in the Management Office.

4) **Move-In Fee** – Residents must pay the \$250 Move-In fee every time they move to a new unit. Even if a resident is moving from one unit to another unit, they will still have to pay the move-in fee. Payment can be made by check, debit/ credit card, or by money order. If paying via check or money order, please make the payment out to Skyline Plaza Condominium. Payment by debit / credit card can be done either in person or over the phone.