



## Important Information about Your Move-In

Dear Resident,

Your move-in day is approaching and we need to be sure that you are aware of everything that will be happening!

Move-in day can be hectic so we want to try and take away as much stress as possible. We offer Fast Pass move-in options for your convenience. In order to qualify for this option, you must have a completed file and be sure that rent and any other charges assessed have been paid **by July 26<sup>th</sup>**. Should you not qualify for a fast pass, you will likely have to wait in line to complete the check-in process on move-in day to receive keys. **Remember, if you choose not to participate in the fast pass process your rent is still due at least 15 days prior to lease start date.**

**Your lease begins on August 16th, 2019. This is the earliest that your unit will be available for move-in, no early move-in appointments will be available.**

### What to Expect on the Move-In Day:

- Please arrive at Stonefire, located at 2010 Milvia Street, Berkeley, CA 94704 at your designated move-in time (see Move-In Procedure). When you arrive, pull up to the front of the building to check in with staff.
- If you qualify for the FastPass move-in, you will receive your keys at the first station. *To qualify, be sure to pay any outstanding fees, first month's rent, and complete your file in advance.* If you do not qualify for FastPass move-in, you will be directed to the office to complete your move-in paperwork and receive your keys.

### Your Move-in Checklist:

- **PG&E** - Provide of PG&E account enrollment.
- **Liability Insurance** - We also require that all residents have **Liability Insurance** coverage.
- **Rent** – your first rent payment must be made 15 days prior to your move-in.  
1. *Rent is payable via check in the office or via mail. You may also pay online through our Resident portal with an echeck, eMoneyGram, or a debit/credit card (fees apply). Physical money orders and cash are not acceptable forms of payment.*
- **Animal Registration (if applicable)** – should you be bringing an animal with you for move-in, you must register it with the office. Please review our Animal/Pet Policy.
- **Parking (if applicable)** – Should you be bringing a car with you for move-in you must register with the office. Please send the make, model, year and license plate number to [alexis.brown@stonefireberkeley.com](mailto:alexis.brown@stonefireberkeley.com) to add parking to your lease.
- **Copy of ID** – Please submit a copy of your Driver's License OR passport. You can send a picture of it to [info@stonefireberkeley.com](mailto:info@stonefireberkeley.com)
- **OPT in to Texting** – Please OPT in to receive community announcements, maintenance updates, and package notifications. You can OPT in for texting through the resident portal, once logged in click the message tab at the top > under the ALERTS section you will see: Receive SMS Notifications, once you click that link you will be opted in.

- **Move-in Confirmation** - If you plan on arriving later than August 16th, please notify the office so we can coordinate your key pickup! For details about the move-in schedule, please refer to the [Move-In Procedures](#).
- When you move in, we will issue you key(s), passes, and any codes required to access the amenities and your apartment. **Please note that all keys for the apartment will be issued to the first roommate to arrive, so you may need to coordinate with your roommate for your key pickup.**
- You will also be provided with a move-in inspection report electronically. **You will have 48 business hours to return the inspection** report to our office. Any damages listed on the inspection **will not** be charged to your account at the end of your lease (per management's acceptance).
- We highly encourage you to familiarize yourself with the Resident Handbook. This document will have vital information, including emergency procedures, maintenance procedures, and general community rules and regulations.

**We can't wait to see you on Move-In Day! If you have any questions, please let us know.**

Sincerely,

**Stonefire Management Team**