

IMPORTANT

Friendly Reminders for Move-In

- Call **Eversource** Electric Company and change electric account name to person who signed electric form, if not done to-date; **877.659.6326**
 - Please note that if you sublet your apartment or leave for an extended period of time during your one year lease, the electric needs to **remain in your name** until your lease end date.
- **Rent is due the 1st of the month.** We do not send out invoices. You can create an on-line account in **PayLease** to pay rent, if so desired; you can access PayLease through Puffton Village website. Your account number will be provided the day you move in. If you pay in cash, please note that we do not have change. The extra can be applied to the following month's rent.
- Go to the **Post Office on University Drive** and **purchase mailbox key**. The cost is \$30.00 which covers the fee for changing the lock and providing the key. You will need photo ID and copy of your Lease.
 - Complete name card provided and put in your mailbox.
- **Call Cable Company** to receive cable TV service and Internet, if not done to-date; **Travis Page 413.207.5239.**
- **Bring in your vehicle registration to the Puffton Office** to receive a parking sticker.
 - The registration has to be in your name or the name of your Guarantor.