

# IMPORTANT

## Friendly Reminders for Move-In

- Call **Eversource** Electric Company and create an account in the name of the person who signed the electric form which should start the first day of your lease, **877.659.6326**
  - Please note that if you sublet your apartment or leave for an extended period of time during your lease, the electric needs to **remain in your name** until your lease end date
- **Rent is due the 1<sup>st</sup> of the month.** We do not send out invoices. The monthly rent is not posted until the 1<sup>st</sup> of each month. You can create an on-line account in **Zego (Powered by PayLease)** to pay rent, if so desired. Please access Zego (Powered by PayLease) through the Puffton Village website. Your account number will be provided the day you move in.
- Go to the **Post Office on University Drive** and **purchase mailbox keys**. The cost is \$30.00 which covers the fee for changing the lock and providing the keys. 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
- **Scan/email your vehicle registration and completed Puffton Village Parking Sticker form (on our website) to [info@pufftonvillage.com](mailto:info@pufftonvillage.com)** . The Office will send your parking sticker to your apartment.
  - The registration has to be in your name or the name of your Guarantor/parent