



# Move-in Checklist

When you begin the process of moving to one of our communities our team members will provide you with a detailed checklist to make the process as simple as possible.

Below is an example of what you can expect.

## Prior to lease signing:

- Please gather ID's, insurance cards, power of attorney documents, DNR's or any other advance directives. These must be given to community staff on lease-signing day or prior.
- If assisted living, schedule an assessment with the leadership team to determine a care level.
- Contact the United Postal Service with your new forwarding address or use this website: [www.usps.com/ChangeAddress](http://www.usps.com/ChangeAddress)

## Day of lease signing:

- Complete, review and sign the Capital Senior Living lease agreement.
- Bring gathered ID's, insurance cards, power of attorney documents, DNR's or any other advance directives and give them to community staff.
- Bring license plate information to register for parking space in the garage, if applicable.
- Bring a check to pay the first month rent (amount discussed prior).

## Prior to move-in:

- Check with us on which utility services (gas, electric, water & sewer) are included in your rent.
- Please bring a padlock to secure your storage unit, if applicable.
- If interested in newspaper service, let us know and we can help you set up a subscription.
- Register to vote at your new address. We can help you get setup.
- Please read and review all information in the Welcome Packet. It has information regard community amenities, fire escape routes, resident contact information, cable channel listings, and more.
- Please secure renters' insurance. We will provide you with a list of property features that insurance companies will ask about.

## Tips for movers:

- Please do not leave community doors ajar as doing so could affect the temperature in the building.
  - Please do not leave boxes in hallways while moving.
  - Please do not block in other cars. This may mean you need to walk a little further for moving items.
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