

 **Paragon Property Management & Maintenance**

 **Move-In Checklist for Tenants**

Welcome to your new home! To ensure a smooth move-in process, please complete the following checklist:

**Rent Payment:**

☐ Last month's rent received

☐ First month's rent received

☐ Partial period rent received (if applicable)

**Utilities:**

☐ Switch utilities into your name

☐ Provide account numbers to the office (if applicable)

Enbridge (Gas) <https://myaccount.enbridgegas.com/My-Account/Im-Moving>

Entegrus (Hydro and Water) <https://www.entegrus.com/moving>

**Tenant Insurance:**

☐ Obtain tenant insurance coverage

☐ Submit a copy to the office

**Tenant Portal Setup:**

☐ Set up your account in the tenant portal

☐ Ensure all contact information is accurate

**Key Pickup:**

☐ Keys can be picked up at the office during business hours

Office Address: 41 4th St. Chatham, ON

**After-Hours Key Pickup:**

☐ If you need to pick up keys after business hours, please contact the office to make arrangements

Please note that the move-in process will be much smoother if you complete these tasks before your move-in date. If you have any questions or need assistance, feel free to reach out to the office at

519-351-5551 or info@paragonproperty.ca.

We wish you a wonderful and comfortable stay in your new home!

The Paragon Property Management Team