

We are so excited that you are coming to live at Circle at South End! To make your move as seamless as possible, we have provided the following moving checklist for your convenience.

Please do not hesitate to call us if you have any questions.

704-373-9004

**Your new address is:
222 E. Bland St. # _____
Charlotte, NC 28203**

- Contact the leasing office to reserve a block of time to use the freight elevator for you move-in.
****This is REQUIRED**

We currently arrange transfer of:

- Water
 Sewer
 Trash and Recycle removal

****You will be responsible for payment each month.**

Utilities

To ensure all utilities are connected on the day of your move-in, you must make arrangements in advance for the connection of your utilities (A deposit may be required if you are new to Charlotte)

- Electricity:** Duke Energy 800-777-9898 or www.duke-energy.com
 Cable and/or Phone: Time Warner Cable 877-566-4892 or www.timewarnercable.com/carolinas
 Phone: AT&T 1-866-505-1765 or www.connecttoatt.com

Address Change - Notify:

- Postal service of your new address (kits available at the post office) or online at:
<https://moversguide.usps.com/?referral=USPS>.
 Magazines, Doctors/Dentists, Schools, Credit Card, Bank, etc...
www.movecentral.com

Renter's Insurance

- Be prepared. Circle at South End property and casualty insurance does not cover damage or loss to your personal belongings. Circle at South End highly recommends that you purchase renter's insurance PRIOR to moving in. Our leasing office can provide you with additional information.

The Lease - It's Official!

Moving day is less hectic if the lease is completed prior to your move-in date. This will allow you time to review and be clear on all the material before you move in. Call the office at 704-373-9004 and arrange a time to sign your lease.

Moving Personal Belongings

- Contact a moving company or reserve a moving truck (allow 2-4 weeks notice in the summer).
- Contact the leasing office to confirm your reservation of the freight elevator

Moving Tips...

- Label boxes (i.e., kitchen - glasses, living room - lamps)
- Use smaller boxes for heavier objects (i.e., books, computers)
- List/inventory all boxes and keep a copy in a safe place
- Pack fridge/freezer items in a cooler(s)
- Obtain supplies: bubble wrap (may be purchased from a moving company) is best when packing china, glass, etc. (Newspaper tends to stain).

Moving Day...

- Schedule and confirm a planned starting time with those who are moving you and with the leasing office to re-confirm reservations for the freight elevator.
- Plan to pick up your keys to your new apartment during office hours, after your lease has been signed and move-in monies paid.
- Assign someone to check-off boxes as they are delivered.
- Prepare a simple meal ahead of time or have extra money to eat in/order out.

Notes...
