

# DC HOLDINGS & INVESTMENT, LLC

19785 W. 12 Mile Rd, Suite 809, Southfield, MI 48076 **Phone:** (877) 361- 9904

*Dear New Resident,*

*Each of us on staff would like to thank you for making your home here at DC Holdings this coming year, and to wish you a warm welcome. We hope to maintain a smooth transition to your new residence by providing you with some important information. So that you will be prepared on move-in day, please read and follow the guidelines outlined below very carefully. It is important to bring this checklist sheet with you on move-in day. Should you have any questions, or to schedule your move-in appointment, please call us at 877-361-9904 as soon as possible, as move-in day is fast approaching.*

*Sincerely,*

*Darnell Welch  
DC Holdings Management*

Your new address is: *3287 Elmhurst, Detroit Michigan 48206*

Before move-in:

1. Mail your first rental payment in check or money order, made payable to *DC Holdings and Investment*: 19785 W. 12 mile rd, Suite 809, Southfield, MI 48076, no later than \_\_\_\_\_ 1<sup>st</sup>, as was stated in your lease agreement. Please write your address on the face of the check. The amount owed for this unit on \_\_\_\_\_ 1st is: \$ 600.00

2. Call DC Holdings at 877-361-9904 to schedule your move-in, check-in appointment date no later than \_\_\_\_\_ 5<sup>th</sup>. It is very important that you are precise in keeping your appointment time.

YOUR CHECK-IN APPOINTMENT IS: Date: \_\_\_\_\_ Time: \_\_\_\_\_

3. Call DTE Energy to have the electric/gas service in your name as of your move-in date. It is your responsibility to have the electricity/gas put in your name prior to moving in. You will not be allowed to move in without proof of transfer. Ask for the verification number and provide it to the leasing staff at your move-in check-in appointment. DC Holdings will be providing water.

D.T.E. ENERGY VERIFICATION NUMBER: \_\_\_\_\_

4. Call for phone service in your name, and bring your new phone number with you to your move-in check-in appointment. Ameritech phone services number is 800-244-4444.

YOUR NEW PHONE NUMBER IS: \_\_\_\_\_

5. File a forwarding address form with the post office, with your move-in date as the effective date.

**At your move-in, check-in appointment:**

1. Come to the property (unit) by your designated appointment time.
2. Provide us with your DTE verification number.
3. Provide us with your new home phone number, work number, and emergency contact number.
4. You will go to your apartment to complete an inventory checklist, and mail it to the office or give to landlord if present.
5. You will be provided keys to the unit, and finish any remaining paperwork.

We also ask that you do not park your vehicle on any lawn area during move-in.

As a reminder, if you are having any problems or questions concerning your residency, **now** is the time to call us.

Thank you again for choosing DC Holdings as your new home (landlord), and we hope to make this a smooth transition and an enjoyable living experience for you.

The DC Holdings Staff