

**GR INVESTMENTS OF MARIEMONT, LTD**  
**3411 Clifton Avenue**  
**Cincinnati, OH 45220**

**Move-in Checklist**

1. **File lease for future reference.**
2. **Moving Vehicles** - Be careful not to block drives or reserved tenant spaces during move-in.
3. **Telephone** - Order telephone service (**565-2210**) well in advance of move-in date to allow enough lead-time for number assignment and installation. **Please supply our office with both your daytime and evening phone number(s).**
4. **Gas/Electric service** - Order power service (**421-9500**) well in advance of move-in. Transfer power service for your particular apartment into your name for proper billing, effective the day you take possession of your apartment. You will pay for power for lighting, supplemental electric wall heaters (if used), and cooking (whether gas or electric).
5. **Water Service** – Order water service (**591-7700**) well in advance of move-in. Tenants are responsible for their own water use. Call CWW to read the water meter to prepare your final bill. Make sure your water bill is fully paid through your last day of tenancy.
6. **Rent Payment** - Make rent check payable to **GR Investments of Mariemont, LTD.** **Make sure your check shows the both the building name and apartment number.** Mail checks to The A. W. Gerdson Company, 3411 Clifton Avenue, Cincinnati, OH 45220 or drop checks in the mailing slot in the rental office front door **on or before the 1<sup>st</sup> of each month.**
7. **Building Rules & Regulations** - review and file for reference.
8. **Move-out notices** - Send or deliver written notice of your plans to vacate your apartment by the first of your last full month of residency. If you need to move out in the middle of the month, your notice must be given by the 1<sup>st</sup> of the preceding month.
9. **Further questions** - If you have questions after your move-in, call our administrative office at **861-2861.**

**ENJOY YOUR NEW QUARTERS!**