

MALLARD LAKE APARTMENTS
Live Smart at Mallard Lake!

MOVE-IN CHECKLIST

When you are approved, please refer to the following items of importance:

- Office Hours — Please schedule your move-in time between the following hours:

Monday, Tuesday & Wednesday: 9:00 a.m. – 7:00 p.m.
Thursday & Friday: 9:00 a.m. – 5:00 p.m.
Saturday: 10:00 a.m. – 5:00 p.m.
Sunday: 12:00 p.m. – 4:00 p.m.

- **Please check for holiday closings.**
- **You must arrive for your move-in no later than one hour prior to close of business.**

- Your move-in appointment is scheduled for: _____

- Your new address is: _____ Unit _____
Wheeling, IL 60009

- Utilities are to be placed in primary resident’s name no later than seven days prior to date of move-in.

You will be given account numbers by the utility companies, please list them below:

Com Ed (800) 334-7661 Account # _____

AT&T (800) 723-9592 (optional)

Comcast (847) 980-0425 (optional)

- **Com Ed account numbers are required to receive keys to your apartment.**

- Please remember that no keys will be issued prior to office hours on the date of move-in, and all lease-signers and occupants must be present to sign or have signed the lease and community policies.

- Additional items needed to move-in, if not already provided:

- Pet Papers
- Satellite Dish Agreement
- Occupant Agreement

- Total amount due when you pick up your keys: \$ _____

**PERSONAL CHECK, TRAVELERS CHECK,
CASHIER’S CHECK OR MONEY ORDER ONLY**