

### **New Tenant Move-In Instructions**

# **Key Pick-Up**

Keys may be picked up at our leasing office located at 1600 Park Circle, Unit 116. Our standard office hours are Monday through Friday, 9:00 AM - 5:00 PM. Should extenuating circumstances require you to not be able to pick up your keys during normal business hours, please contact the leasing office at <a href="mailto:rentals.com">rentals.com</a> or call us at 803-908-6669 so that we can work with you to accommodate your needs.

### **Setting up Your Utilities & Water Services**

If water and utilities are not included on your lease, you will want to contact the appropriate companies to start your services. Proof of utilities and water are needed prior to giving out any keys!

South Carolina Electric & Gas <a href="https://www.sceg.com">www.sceg.com</a>
1-800-251-7234

City of Columbia Water Services
<a href="https://cwa.columbiasc.gov/cwa01/p\_template">https://cwa.columbiasc.gov/cwa01/p\_template</a>
803-545-3300

Note: Tenants at 616 Pickens, 1819 Greene, 1821 Greene, 1823 Greene, 1825 Greene, 1823 Devine, 1843 Devine, 1847 Devine, 1814 Greene, 1816 Greene, 1826 Greene, and 1620 Greene will NOT need to set up their own City of Columbia Water accounts. Aluri Rentals will pay those bills and upload the charges directly to your Cozy.co Account. Water is included for all Park Circle tenants.

#### **Cable and Internet**

Should you desire to set up cable TV or internet in your apartment, Spectrum (formerly Time Warner Cable) and AT&T are two providers in Columbia, SC.

## **Parking Permits**

City of Columbia Street Parking: Street parking permits are distributed by the city at 820 Washington Street. For more information, please visit the City of Columbia webpage: <a href="https://www.columbiasc.net/parking/permits">https://www.columbiasc.net/parking/permits</a>. The city allows two street parking passes for each house/apartment. To ensure sufficient parking for all our residents, we ask that <a href="two-people">two-people</a> from each house get this City of Columbia parking pass.

Aluri Rentals Parking Permits: If you are renting a house in the USC area, parking permits for on-property parking are to be picked up at our office when you get your keys. These passes will allow you to park on the property of the house you are renting. They do not, however, allow you to park on the street. Roommates who are not on the lease are also eligible to receive parking permits - they will need to bring \$15 along with their driver's license to the office to collect their pass. For leased tenants, the parking permits are included in your application fee.

Park Circle Permits: If you live at Park Circle, you will need to get your parking pass from Suite 112, Residential Property Management. Please bring a copy of your lease and \$5. <u>Towing is enforced at this location</u> Monday through Friday, 9 AM - 5 PM, so it is <u>essential</u> to get a pass. Visitor passes are available for your guests upon request. Visitor cars will be <u>towed</u> if they don't have this pass.