

## MOVE-IN CHECKLIST

\_\_\_\_\_ Unit Number

\_\_\_\_\_ Owner/Tenant Information Form to The Romero Group

\_\_\_\_\_ \$100.00 - Move-in Fee Payable to: Market Street Lofts

\_\_\_\_\_ \$500.00 - Damage Deposit Payable to: Market Street Lofts

*(will be held until Post Move-In Inspection reveals no damage)*

\_\_\_\_\_ DATE OF MOVE IN

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Management will activate any existing door or garage fobs with new Owner or Tenants Name(s) and Phone Number(s). Extra fobs are available for purchase at a cost of \$25 each.

Phone # \_\_\_\_\_ 4-Digit Entry Code: \_\_\_\_\_

(For Guest Access-Linear System)

(For garage and lobby door)

Parking Space # \_\_\_\_\_ Storage Space # \_\_\_\_\_

Comments/Questions:

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**Please return a copy of this completed form along with your owner/tenant info form to:**

**The Romero Group**

**Attn: Jerome Simecek**

**304 Market Street, Suite 304 | PO Box 4100**

**Basalt, CO 81621-4100**

**Ph: 970.273.3100 | Fax: 970.797.1851**

**[jsimecek@romero-group.com](mailto:jsimecek@romero-group.com)**

## **SERVICES**

### **ASSOCIATION MANAGEMENT:**

The Romero Group

350 Market St., Suite 304

PO Box 4100

Basalt, CO 81621-4100

Phone: (970) 273-3100

Fax: (970) 797-1851

### **P.O. BOX W/KEY WILL BE ASSIGNED AT: BASALT POST OFFICE**

12 Midland Avenue      TTY Service

Basalt, CO 81621      (877)889-2457 / for hearing impaired

(800) ASK-USPS      (970) 927-3891

(800) 275-8777      (970) 927-9596 fax

### **ELECTRIC**

HOLY CROSS ENERGY - (970) 945-5491

[www.holycross.com](http://www.holycross.com)

**TELEPHONE**

SAN ISABEL TELECOM - (970) 277-1000

[www.sanisabel.com](http://www.sanisabel.com)

**INTERNET/CABLE\* SATELITE\***

COMCAST - (800) 266-2278 DIRECTV - (866) 951-7998

[www.comcast.com](http://www.comcast.com) [www.directv.com](http://www.directv.com)

*\*PLEASE NOTE: ONLY ONE OF THE ABOVE CABLE/SATELITE SERVICES CAN BE CONNECTED SINCE THERE IS ONLY ONE FEED PER UNIT.*