



Welcome!

We are delighted to welcome you to Newport Commons. As a new resident to our community, we hold high expectations to ensure your experience with us is enjoyable and memorable. We have provided the following information to help make your adjustments less problematic during your transition to Newport Commons.

Office Hours:

Monday – Friday 9:00 – 5:00
Saturday 9:00 - 3:00

Your New Address will be Lititz, PA 17543

You will need to arrange the following services with our local utility companies. We suggest you make these call at least 2 weeks prior to moving in.

Telephone: D&E Communications, Inc.: To establish new phone service, please call **717-733-1311**. Please keep in mind there will be a \$30.00 charge for new phone service.

Electricity: Pennsylvania Power and Light Company (PP&L): To contact PP&L, call them at **1-800-342-5775**. Please advise them of your move-date to establish electricity in your name.

Cable: Blue Ridge Communications: To establish your cable connection, please call **717-733-4111**. Please keep in mind there will be a minimum installation fee of \$22.50. We advise you to make this call at least two weeks in advance of your move.



600 Creekside Lane Lititz, PA 17543 | phone: (717) 626-7368
web: www.danaglassproperties.com | email: info@danaglassproperties.com

Move-In Procedures: We would like to inform you of Newport Commons' procedures and requirements upon moving to your new home, so that you can plan accordingly.

1. You will need to arrange an appointment to come to the Leasing Office to complete preliminary paperwork, pay any outstanding security deposits, pet deposits, or pro-rated rents that are due prior to your occupancy. Please be advised that we are unable to give keys unless your rent is paid in full for the total move-in amount specified.
2. Upon your move-in, you will receive a Condition of Property (COP) Report which reflects our maintenance's and leasing staff's final inspection of your unit prior to occupancy. Upon your approval following your walk through of your residence, this form will be signed and kept on file at the Leasing Office. This form will be referenced for damage comparison upon vacating your unit.

Insurance: You will be *required* to provide proof of Renter's Insurance within 2 weeks of moving into your residence. Our company does carry insurance on each of our buildings. However, we cannot carry insurance on your belongings. To make this process easier, here are answers to the most frequently asked questions by insurance companies.

1. Miles from nearest fire station- 2 miles
2. Nearest fire hydrant- most under 500 feet
3. How many apartments per building- 20 units
4. Fire Safety- each unit has sprinkler systems and heat sensors as does each breezeway
5. Building Construction- constructed of wood and masonry

Rent Payment: The rent is due on or before the *first day* of the month. A 5% late fee charge (of your rental amount) will be added if payment is received after the first day of the month. If the rent is mailed, the postmarked date will be used as the day received. Please be informed that we **DO NOT** accept cash for your rent payment. Payment by check or money order is greatly appreciated.

Once again, we would like to welcome you to our beautiful community and we will do our best to ensure that your stay with us will be pleasant. We look forward to having you here at Newport Commons.

Sincerely,

**The Staff at Newport Commons,
Dana/Glass Properties, Inc.**