Information for Tenant

UNIT _____

Your new address will be: [*Tenant Name*]
[*Apartment Number*] Carriage Lane
Fairmont, WV 26554

Please make sure to give the correct address when contacting the utility companies and changing your address at the post office. You will need to contact the utility companies **prior** to the beginning of your lease, for speedy service it is best to contact them at least fifteen (15) days ahead of time. You will be responsible to show proof that the utilities have been put in your name. **Access to the apartment will not be available until all of the utilities are in your name (see #17 in the lease for details).** Here is **some** information for your convenience:

Utility Numbers:

Equitable Gas (gas) : (800) 924-2840 (Equitable requires a second call after deposit clears to be valid)

Allegheny Energy (electric) : (800) 255-3443

City Of Fairmont (water) (304) 366-6211 (required: $50 deposit, D/L, App)

WhiteHall Public Service District (sewage) : (304) 363-8018 (A $50 deposit/application required)

Waste Management: 800-926-6806

Verizon (telephone) : 954-6200

Comcast (cable) : 1-800-266-2278

You will need to contact our office to schedule a time to pick up your keys. **REMINDER: In addition to all utilities being in your name, the security deposit, first month's rent and the garbage fee must be PAID IN FULL, for all roommates, before any keys will be issued.** If you have any questions about amounts still owed by you or your roommate, feel free to contact the office. Ways to contact us:

Village at White Hall
1 Village Drive
Fairmont, WV 26554

Phone: (304) 363-3323
Fax: (304) 363-3380
Email: chateauroyale@czsproperties.com

** To ensure that payments are credited to your account in a timely fashion, please make your check payable to CZS Development, LLC and ***note your apartment number*** on your check.