

# PINEWOOD VILLAGE APARTMENT HOMES



Welcome Home to Pinewood Village.

To help you transition into your new home, we have provided some information you may need and instructions for the move in process. Please do not hesitate to contact us should you have any questions.

## ***Your New Address is:***

**Pinewood Village Apartments  
14911 NE 1st Place, Apartment # \_\_\_\_\_  
Bellevue, WA 98007**

Before moving in we will need a few things from you. You will need to contact PSE and have the electricity account set up. We will need your account number. We will also need a copy of your renters insurance. If you have pets we will need a picture of your pet for your file.

On Move in day we will need all adults on the lease to be present for the lease signing. This can be done in advance if needed. Please allow 30 to 45 minutes for review & signing of the paperwork and the walk through of the apartment. You will need to have your first full month's rent and utilities in a cashier's check or money order. Our office will set up your Water/Sewer/Trash services.

## **Steps Following Approval & Summary of what is needed for move in:**

- **Puget Sound Energy : 1-888-225-5773 Your new account #: \_\_\_\_\_**
- **Pay Stubs / Offer Letter or Bank Statements .**
- **Photo ID for all lease holders .**
- **Renters insurance declaration page is required for move in. State Farm - 425-318-7034 Agent- Chris Jones - bothellcarinsurance.com**
- **Cashier's check or money order for \$-----**
- **No personal checks or cards on your move in date.**
- **(Personal checks will be accepted for rent after the initial payment)**
- **Lease signed by all adults on the lease.**
- **Comcast 1-800-934-6489**

Please call to schedule a time to complete your move in paperwork, appointments are available week days 10:00am to 5:00pm.

Thank you for choosing Pinewood Village as your home!

Warmest Regards,

Pinewood Management

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