

SAMPLE ONLY

Your property's letterhead

Community Information Sheet

WELCOME HOME! To make your move as worry free as possible, we have put together some useful information for you.

Your new address is: _____ *Pre type your City, State and Zip*

Your Mail Box Code is: Post # _____ Box # _____

To set up utilities, contact the following companies or log onto www.att.com approximately one week in advance of your moving date, or as soon as you are told your apartment is ready. Make sure the bill is placed in your name as of your move-in-date. Note the service providers highlighted in **bold** print are **preferred providers**.

Columbia Gas.....1-800-344-4077
American Electric Power.....614-836-2570
AT&T - (Local / Long Distance Telephone & High-speed Internet)....1-866-636-6683
..... **www.att.com**
Time Warner Cable (Cable TV).....1-800-925-2288
..... **www.timewarnercable.com**

POST OFFICE..... Phone Number
Street address, City, State, Zip Code

EMERGENCY NUMBERS:

Police or Fire.....911

NON-EMERGENCY NUMBERS:

Police Department.....(614) 866-6375
Fire Department.....(614) 866-6323
Confidential Security.....(614) 648-4828 / 271-4828
Police or Fire TDD..... (614) 866-9080
Emergency Maintenance..... (614) 848-4010

Our Office Hours are Monday through Friday: 9:00 AM – 6:00 PM
Saturday and Sunday: Noon – 5:00 PM (Include your properties hours)