

Bentley Investments Ltd.

Westview Heights
100, 825 – 8 Avenue S.W.
Calgary, AB T2W 2T3
403.262.1178

Garden Towers
109, 909 – 7 Avenue S.W.
Calgary, AB T2P 1A6
403.262.9711

Move In Checklist

After confirmation that your application has been approved:

- Complete Pre Authorized Form attached for move in date (first month's rent is debit or money order.
- Reserve your elevator for the 1st of the month or thereafter.
- Make your moving arrangements for that day.
- Have your telephone, cable and internet set up if you require. If you would like to use Telus we can arrange to have them call YOU!!
- Advise your insurance company that you are moving....if you do not already have insurance, please contact an insurance agent to set up Tenant's Insurance Policy.
- Please take a copy of your lease and car registration to WestPark (403) 269-7275, Suite 420, 600 6 Avenue SW to arrange your parking needs.
- Submit a change of address with Canada Post....Westview Heights Postal Code for tenants is T2P 2T4 and Garden Towers it is T2P 1A6.

Moving Day:

- First Month's rent must be paid in order to get keys - money order, debit.
- Hand in Pre Authorized Payment Plan
- All parties on the lease MUST sign prior to moving in.
- Provide office with a copy of Tenant Insurance Policy.

People to Notify of your Move:

- Bank and finance company.
- Credit card companies.
- Federal government
- Schools, day care
- Medical Profession
- Subscriptions