



IMPORTANT MOVE-IN INFORMATION

Dear Resident,

It is our pleasure to welcome you as a new resident of The Lorenzo. We are excited to have you join our community and look forward to the upcoming year with great enthusiasm!

The following information regarding Move-In is extremely important; please read it carefully before your arrival.

ACTION REQUIRED: ITEMS DUE AUGUST 1, 2016

1.) **PREFERRED MOVE-IN DAY:** For the convenience of our residents, we will be offering multiple move-in dates: August 18, August 19 and August 20. This will minimize wait time and allow our staff to be better prepared for your arrival. Between now and August 1, please visit the following website to register for your preferred date:

MoveIn.TheLorenzo.com

Keys may be picked up from 9:00 AM–6:00 PM on your designated move-in day and assigned time slot. There is a limited number of move-ins allotted for each day; when a particular day fills up, it will be closed. Please note that we cannot allow early arrivals. Preferred move in dates will only be honored when required renter's insurance is received. **A government issued Photo ID is required to pick up keys.**

2.) **RENTER'S INSURANCE (REQUIRED):** Residents are required to maintain a renter's liability insurance policy with a minimum of \$100,000 in personal liability through the lease term and any following renewals.

- Enrollment Due: August 1: www.NecessaryInsurance.com or call 1-855-846-9278
- *Policy Address: 325 W. Adams Blvd. Los Angeles, CA 90007*

3.) **AUGUST RENTAL INSTALLMENT (REQUIRED):** Your monthly rental installment including parking fees and any outstanding deposits will be due by August 1. Your next installment will be due on the FIRST of each month thereafter beginning September 1. Even if you are planning on moving in after the start date of your contract, please make arrangements to submit payment by August 1.

- Online Payment: Payments can be made via ACH or Credit Card via www.MySmartNest.com.
- **NO FEES VIA ACH (e-check), but ACH payments will not be accepted after August 1.**
- All credit card payments are subject to a credit card processing fee of 2.5% with a maximum processing amount of \$5,000.
- Cashier Check or Money Order: *Lorenzo Apartments, Attention Accounting, 325 W. Adams Blvd. Los Angeles, CA 90007.* Please include your full legal name on all payments.
- **NO CASH PAYMENTS WILL BE ACCEPTED**
- For additional payment questions, please email Accounting@TheLorenzo.com.

4.) **VEHICLE REGISTRATION (REQUIRED):** If you will be utilizing Lorenzo assigned parking, a completed parking agreement along with registration and insurance is required by August 1 to have key access prepared. Parking agreements will be sent electronically via EchoSign. Please submit your registration and insurance by email to Parking@TheLorenzo.com.

5.) Any other outstanding documents required for your file, can be submitted to Admin@TheLorenzo.com.

MOVE-IN DAYS (Parking Map, Exhibit B)

THERE WILL BE NO UNLOADING IN THE MAIN LORENZO DRIVEWAY ON ADAMS BLVD.

LORENZO MOVE IN DAY WELCOME LOT (LA TRADE TECH ROOF LOT): 2100 S. Flower Street Los Angeles, CA 90007

- To better serve you, we are collaborating with LA Trade Tech for our Move-in. Please report directly to the LORENZO MOVE IN DAY WELCOME LOT (LA TRADE TECH ROOF LOT). The lot is located off Flower Street



before you reach 23rd Street. Please use the above address for GPS, Waze, Google Maps, Etc. **NO OVERNIGHT PARKING.**

- Staff will be available for greeting and questions. Shuttle Service will be available to take you directly to the Lorenzo Basketball Court for check in.

Check In/Keys:

- Move-In packet and keys can be obtained from the Lorenzo Basketball Court. To expedite this process, please ensure insurance, payment and any outstanding items are submitted by August 1.
- Shuttle service is available to return to the Welcome Lot. Vehicles may park temporarily in the designated unloading areas.

Moving Carts:

- Moving carts can be checked out at designated locations on 23rd Street with government-issued photo identification.

Unloading Area:

- After obtaining keys, please utilize the designated unloading zones on 23rd Street.
- Immediately after unloading, move your vehicle to your assigned parking space or the LA TRADE TECH ROOF LOT.

The community will be very busy during Move-In. Please be advised of the following:

- Please attempt to minimize the number of vehicles, trailers and/or moving trucks. The area may be congested during move-in days. **There will be no unloading in the main Lorenzo Entrance. Please utilize unloading areas on 23rd Street.**
- The Lorenzo provides a fully furnished apartment less housewares such as kitchenware and linens. Please coordinate essentials with your roommates. It is strongly suggested that you only move essential items and that additional furniture be brought only if absolutely necessary.
- Lorenzo staff will not be available to unload vehicles or carry belongings.
- As some waiting will be inevitable, please dress appropriately and wear comfortable footwear.

As we prepare for your arrival, we will be striving to exceed your expectations. Staff members will be present during move-in and throughout the weeks following to assist with any questions or concerns. Our staff is committed to making your stay with us the best living experience possible and we anticipate an amazing year ahead.

If you have any questions, please contact the Leasing Office at 213-232-4870.

Sincerely,

The Lorenzo