

LOFGREN PROPERTIES LLC
CHECK-IN

Instructions for Check-In:

1. **Your first full month's rent is due on August 15th.** Always include your name, address and apartment number on the envelope and check. The next payment is due September 15th.

Mail rent checks to:

Lofgren Properties

P O Box 6473

Madison WI 53716-6473

2. If you pay gas and/or electricity, call Madison Gas and Electric to put the service in your name. **#608-252-7222**

www.mge.com

3. I recommend you contact an insurance agent and get "Renter's Insurance" for all your belongings. This will protect your personal belongings from fire and theft. Usually you can get this through your parent's insurance company.

4. Charter Communications is a cable/internet company –ATT is another one.

5. Return the check-in form by August 30th to Lofgren Properties.

6. Garbage day is Thursday morning-please have your trash out Wednesday night or early Thursday morning.