

City Park Apartments

1246 & 1247 West 30th Street

Los Angeles, CA 90007

Phone: (323) 733-6157

cityparkusc@gmail.com

www.cityparkusc.com

Move-In Procedures 2024

Thank you for choosing our apartments. Please read the following move-in procedures for tenants moving in for the 2024-2025 lease year. Feel free to ask us any questions, and thank you for your patience and cooperation!

1. At least a week before Move-In: Connect your utilities and WIFI.

- a. If you have not yet connected your utilities, you will need to call the number below. **Please call the utility companies a week in advance to set up your services, and make sure you provide them with the correct address and apartment number.**

- i. **LADWP Los Angeles Department of Water and Power (Electricity)(800) 342-5397**

- b. Your internet is covered by City Park, you will be responsible for getting and returning the router from Spectrum.

Please call at 833-697-7328, telling them you are under a bulk account from City Park. They will ask for your address, phone number and email address. Please make sure there is no charge when you call to order the new router. You will be responsible for returning the router to spectrum when your lease ends. Failing to return the router will result in a fee.

There will be an instruction included in the package for installation and you may also need to download the app named My Spectrum for troubleshooting. Please contact the leasing office if you have questions on the installation after receiving the router.

2. Day of Move-In: Check-in at the front office.

- a. Note that the office is open M-F 9AM-5PM with a lunch break from 12:30PM to 1:30PM
- b. Please bring your official ID, which we will be matching to your lease and unit number.
 - i. If you are having someone check-in for you, you must provide an authorization letter or email, with your official ID attached, stating that you agree for your acquaintance to check-in in lieu of you. Include your acquaintance's full name, and have them bring their official ID.
- c. **If you signed the Lease Agreement with a non-original copy of your Parent's Guarantor, please note that you must bring the original physical copy of the notarized guarantor before you can move in.**
- d. If you reserved a parking spot, you must register for a parking pass and garage remote. Please provide us with your driver's license, registration, and car insurance information. (For those of you with bicycles, please lock them to the bicycle racks only.)

3. An office worker will conduct a move-in inspection with you.

- a. After checking in at the front office, a worker will walk you up to your confirmed unit and open the door for you, as well as conduct a preliminary inspection. We will do this for the first tenant who checks in with us; other tenants can coordinate with the first tenant for move-in.
- b. In the unit, we will provide you with a move-in package, which includes:
 - i. Sets of keys for all tenants on the lease.
 - ii. A form with information on how to set up your internet services. If you need any help with your Internet, please call the following number for assistance.
 1. Spectrum (Community Wifi Customer Support) ... (844) 827-4636 or (855)893-5302
 - iii. A review form that must be filled out and turned in to the office (see next step).

4. Fill out the review form.

- a. The form will include:

- i. A section confirming that the tenant received the keys, and how many sets of keys they received.
- ii. A section concerning the flooring.
 1. Please examine the flooring in your apartment and take pictures of all areas for personal documentation. Please note all concerns about the wood floor and notify us of such concerns.

5. Complete your move-in.

- a. During periods of time with a large volume of move-ins, there may be a large trash bin available in the alleys behind the buildings. You may dispose of large trash items there.
- b. Otherwise, if you find that the large trash bins are not available behind the buildings, please discard large trash bags or boxes in the West Alley **trash room**.
 - i. Note: the West Alley trash room requires a key to get in, which you can pick up from the office with your official ID. Do not leave them in the trash chute rooms on each floor. Thank you.

6. Other useful information and FAQ:

- a. Elevator Codes
 - i. If new elevator codes are implemented, you will receive notification.
- b. Scanners
 - i. The scanner you receive in your move-in package will work for the buildings on both sides to allow you to access the communal amenities.
 - ii. The City Park main office is on the 1246 side, while the package room is on the 1247 side.
- c. Parking
 - i. If you have reserved or plan to reserve a parking spot, please email us at cityparkusc@gmail.com with images or scans of the following attached:
 1. driver's license
 2. insurance information
 3. car registration
 - ii. Alternatively, you can bring the materials to your move-in and sign up for a parking spot then.
- d. Bikes
 - i. Bikes can be parked on the bike racks in the upper level parking lot of each building. Please bring your own bike lock and park at your own risk.
- e. Laundry
 - i. There is a laundry room on each floor. To get to the laundry room, turn left after exiting the elevator in the 1246 building. In the 1247 building, turn right after exiting the elevator.
 - ii. We have quarters at the City Park office available to exchange for cash one day of the week. More information on quarter exchange hours will be sent at a later date.
- f. Trash Chutes
 - i. There are trash chutes on each floor for tenants to throw away their smaller items of trash. The trash chutes are in the hallway nearest to the west side stairs.
 - ii. Please do not leave large trash bags or boxes near the trash chute; for large items, you will need to bring your official ID to get a key from the office to access the City Park large trash room.
- g. Other important info:
 - i. City Park Leasing Office Hours:
 1. Mon-Fri, 9AM-5PM with a lunch break from 12:30PM-1:30PM
 - ii. Please email us at cityparkusc@gmail.com if you have any further questions.

Thank you very much and enjoy your stay here!