



Move-In Procedure

Welcome! We are so glad that you have chosen Gaines Park as your new residence. Now that you have made your decision, there are a few necessary steps that we would like to make you aware of. We know the process of any move can be a bit overwhelming. However, you can be assured we will work closely with you to help make your move a successful transition.

Our Community Relations Director will notify you regarding the availability of a room and to schedule your move-in date. At this point you have already completed the preliminary application/state required paperwork. However, if you have remained on our waitlist for more than a 30-day period, a health "re-assessment" may be needed in the event of any health or medications changes.

Step One

- ❖ As the impending scheduled date of move-in approaches, you will need to schedule an appointment with the Community Relations Director.
- ❖ During this appointment you will sign the lease agreement and review our community policies and procedures. Please allow plenty of time in your scheduling as this process usually takes about an hour to complete.
- ❖ Appointments to complete lease paperwork are typically scheduled Monday thru Friday between the hours of 9:00 a.m. and 4:00 p.m. (*unless other arrangements are made in advance*).

Note: We recommend all residents have a designated family member or sponsor in attendance to sign the resident lease agreement and to be sure all policies and procedures are comprehended.

Step Two

- ❖ Answer any follow up questions
- ❖ Payment for the first month's rent is due at move-in
- ❖ Complete apartment inspection and keys provided

Step Three

- ❖ Furniture and personal belongings can be moved in at the convenience of the resident and family.
- ❖ We recommend that the resident move-in during the regular hours of Monday thru Thursday. This helps to manage any initial concerns and orient the resident to their new home.



Move-In Checklist

Please complete and bring the following papers either before or on your move in day:

Power of Attorney documents
Advanced Directives / Living Will
All forms in the Admissions Section of the ***Welcome Book***

Financial Responsibilities:

Monthly Rent	Hair Salon
Guest Meals - \$5.50	Newspaper Delivery
Personal Telephone Service	Pet Deposit (if applicable)

Suggested items to bring to your apartment (Label with name where possible):

3 Sets of Sheets	Personal Toiletries
Pillows	Hair Brushes
Plastic Mattress Protector	Liquid or Bar Soap
2 Blankets	4 Sets of Towels
Bedspread	Packet of Washcloths
Clothes Hangers	Electric Razor
Telephone	Non Slip Bath Mat
Television/Radio	Shower Caddy
Insulated Thermos	Shower Curtain
Personal Pictures	Trash Cans

We hope this helps you plan your move. If you have any questions, please feel free to call.