

Xoff Move-in Reminders

Please read all of these reminders! They help answer very important questions.

Set up electrical account at Town Office

- At the Town of Antigonish, tenants need to set up an account for ELECTRICITY. This account is to commence on May 1st. There will be a security deposit of approximately \$250.00 charged by the Town to set up your account. Each unit needs continuous power to source the fire alarms, air exchanger and other built in features within the apartments/units.

Rent cheques

- Ensure all rent cheques are delivered to Gerry Doucet. Possession of your unit will not be granted until all rent cheques and leases are signed and delivered.

Move in plans and dates

- Occupation of your new unit begins at NOON on May 1st. I need time to sign the previous tenants out and ensure your unit is cleaned properly. It is possible the outgoing tenants may vacate early and once I have the unit cleaned, you and your group may be able to move in before May 1st. Please contact Gerry Doucet to see if your unit is available before May 1st.

Accommodation Inspection Reports

- Once you take possession you will be asked to fill in the Accommodation Inspection Report. This will need to be completed and returned in person or scanned and sent by email to Gerry Doucet within 72 hours of taking possession.

Keys

- Keys will be given to each tenant on the day of taking possession or a chosen representative of your group.

Cable and Internet

- Discuss you package options with your roommates. It is possible to cost save if you share with you neighbors but I do not get involved in this process. Remember that it may take a week or two to have your service hooked up during busy periods (first of May, First of September)

Who will be living in the unit this Summer ?

- Please let me know who will be living in your unit thru the summer months, and who will be the appropriate contact person for your group.
- If your unit is going to be vacant or vacant for a period for over 2 weeks, please let xOff Properties know (Gerry or Scott). We ask this so we can do regular security checks to ensure your unit is safe and secure.
- As we get closer to September, please inform xOff when you will be returning to Antigonish.

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Sub-letters

- All tenants have the right to sub-let, but I (Gerry Doucet) need to approve sub-letters.
- Please ensure that I have been made aware of any sub-letters and that your roommates are in agreement
- All sub-letters will pay you, the tenant. In turn, you will pay me the rent. Hence, in theory, you will be the landlord for your sub-letters and you assume all responsibility for their behaviors, damage and occupancy.

The X-Off Team

- Communications Manager, Robin Campbell: 1-902-338-4151
- Owner Landlord, Gerry Doucet: 1-902-863-8585
- Repairs & Emergencies, Ben Theuerkauf: 1-902-318-2355