Skyline Realty & Property Management LLC

New Tenant Checklist

CHECKLIST NEW TENANT	
☐	All Utilities must be placed in tenant name on or prior to the first day of the tenants lease start date. 1. Contact PGW to set up gas utility in your name: 215.235.1000 2. Contact PECO to set up electric utility in your name: 800.494.4000 If you are responsible for the water bill, this will be billed on your tenant account. You will be able to view this bill though your tenant portal.
☐	Rent is always due on the 1st of every month and is late at 5pm on the 5th of the month. You can pay rent online, by mail, or by dropping the check in our secure dropbox.
☐	All maintenance request must be place though your Tenant Portal. If this is an afterhours emergency, please call 215-800-1762 extension #1.
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