

ALL UTILITIES MUST BE IN A RESIDENTS NAME BEFORE MOVING IN

NO OCCUPANT FROM A PARTICULAR HOUSE OR UNIT WILL BE ABLE TO OBTAIN KEYS UNTIL MANDATORY UTILITY TRANSFER HAS OCCURRED

YOU MUST SEND YOUR ACCOUNT NUMBERS TO nate@jamesstreethousing.com SO THAT WE CAN VERIFY WITH THE UTILITY COMPANIES THAT THE PROCESS HAS BEEN COMPLETED.

MANDATORY UTILITY TRANSFER STEPS

(This process can be done NOW. Transfer can be scheduled to take place on June 1st)

Step 1 – Communicate with your roommates to determine who will be transferring the utility. If you live by yourself, you will be putting the utility in your name.

Step 2 – Call PPL for the electric utility and tell them you want to transfer service into your name. – 1.800.342.5775 - After service has been set up for transfer, write down the account number they give you.

Step 3 – Call UGI for the gas utility and tell them you want to transfer service into your name. – 1.800.276.2722 - After service has been set up for transfer, write down the account number they give you.

(If you live in 526 North Charlotte you do not have to call UGI. If you live in any other property besides 526 North Charlotte, you must call both PPL and UGI utility companies)

Step 4 – Email the account numbers to nate@jamesstreethousing.com so he can call the utility companies and verify that service has been scheduled for transfer.

OPTIONAL UTILITIES

Optional utilities can be obtained based upon your preference. These will not be set up prior to move-in unless you contact the respective provider of your choice. The provided optional utility vendors are only a limited number of vendors and you should research all options prior to selecting a service. Services provided by vendors that require modifications to properties are not allowed (i.e., DirecTV dishes, etc.). Optional utilities can be set up at any time and are not required by James Street Housing.

Comcast (cable, internet, phone)

717-574-4881 Russell Simpson is a local Comcast representative that can be called directly. He is able to give the best deals and makes setup easier. Alternatively, you can call 1.800.Comcast

Access to basements may be needed for COMCAST installation and/or service repair. All installations and/or service repair should be scheduled during normal business hours so we can provide access if needed. (8:00 am until 4:00 pm – Monday through Friday) If you schedule installation and/or service repair and will need access to the basement, please contact nate@jamesstreethousing.com so that someone can be available to provide access.