



**ELITE PROPERTY MANAGEMENT**  
**5725 Corporate Way #205, West Palm Beach, FL 33407**  
**(561) 506-4646**

**WHAT YOU NEED FOR YOUR LEASE SIGNING**

1. Make appointment with All County® at least 48 hours in advance for your lease signing. Lease signings are only done during regular business days from 10 am to 4pm.
2. All individuals listed and responsible on the lease **MUST** be present at the lease signing. Otherwise, prior arrangements must be made in advance. Keys will not be issued until all parties have signed off and full monies have been paid.
3. Prepare to be in the office for one hour.
4. Have all utilities transferred into your name on date of lease signing.
5. Two forms of Identification. One **Must** be a picture ID and another form of identification (preferably a social security card).
6. All monies must be paid in **certified funds (either cashiers check or money order)** made payable to All County® Elite Property Management
7. Work numbers for all occupants.
8. Cell numbers for all occupants.
9. Email addresses for all occupants.
10. New home phone number. If not available it must be provided with 5 days.
11. Automobile description as well as tag information.
12. If you have been permitted to have a pet, a recent photo along with copies of license and shot records.

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**FREQUENTLY CALLED NUMBERS**

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In case of emergency- <b>Fire, Police or Ambulance</b>	<b>911</b>
Help Line: Information & Referral/Crisis Intervention	<b>211</b>
Electric Companies:	
Florida Power & Light <a href="http://www.fpl.com">www.fpl.com</a>	561-697-8000
Lake Worth Utilities <a href="http://www.lakeworth.org">www.lakeworth.org</a>	561-533-7300
Gas Companies:	
Florida Public Utilities <a href="http://www.fpuc.com">www.fpuc.com</a>	800-427-7712
TECO Peoples Gas <a href="http://www.peoplesgas.com">www.peoplesgas.com</a>	877-832-6747
Telephone Service: <a href="http://www.att.com">www.att.com</a>	800-288-2020
Comcast Cable <a href="http://www.comcast.com">www.comcast.com</a>	800-266-2278
Garbage – Recycling:	
Solid Waste Authority of Palm Beach Co. <a href="http://www.swa.org">www.swa.org</a>	561-697-2700
Palm Beach County Water: <a href="http://www.pbcwater.com">www.pbcwater.com</a>	561-740-4600
Vehicle Registration <a href="http://www.pbcgov.com/tax">www.pbcgov.com/tax</a>	561-355-2622
Palm Beach County Schools <a href="http://www.palmbeach.k12.fl.us">www.palmbeach.k12.fl.us</a>	561-434-8000