

Steps to Moving In After Choosing New Pond Village

- 1. Review Pertinent Forms**
Fill out reservation agreement, application and deposit.
- 2. Schedule an Assessment**
Schedule our nurse to complete an assessment within 30 days prior to resident move-in and provide a deposit check on your selected apartment home (100% refundable).
- 3. Submit Medical Forms from a Healthcare Professional**
Bring physician clearance form and current medication list to your PCP, or, if in a hospital/rehab, your attending physician, within 30 days of resident move-in.
- 4. Other Documents Required**
 - Copy of healthcare proxy
 - Copy of power of attorney
 - Copy of insurance cards
 - Emergency contact form
 - Copy of vaccine card
 - MOLST (if they want advanced directives, we need a copy, but it is not mandatory)
 - Resident profile form
 - Pharmacy account forms
 - PCP form, if desired
- 5. Schedule Lease Agreement Signing Date**
Meet with Director and provide final fees due via check.
- 6. Select Move-In Dates**
Choose a furniture move-in date and a date for new resident to move in.
- 7. Move In**
Welcome to the New Pond Village Family!



Questions?

Please contact Staci Dooley, Move-In Coordinator
P: 508-734-6952
E: sdooley@benchmarkquality.com

Move-in Process



TOURING THE COMMUNITY

Visit our community and connect with our team. We'll work together to learn what matters to you most.



APPLYING FOR RESIDENCY

Complete an application and authorize standard credit and background checks. Your healthcare provider will also complete a health evaluation form detailing your health history and current conditions.



CREATING A PERSONALIZED CARE PLAN

To ensure we understand your unique needs, a nurse will meet with you for an assessment of your current care requirements. This allows us to create a personalized plan tailored just for you.



SIGNING THE RESIDENCY AGREEMENT

Our executive director will meet with you and/or your loved one to review and sign the residency agreement and other forms. Electronic signing is available if preferred.



PREPARING FOR MOVE-IN

Before your move-in day, you'll meet with our department leaders to learn more about daily life in our community and how we can best support you in creating a smooth transition—be sure to review the checklist on the back to ensure you don't miss anything!



MOVING IN

On move-in day, our associates will be onsite to help coordinate with movers, guide vehicles, assist with unpacking and provide the support needed to make your transition as smooth and stress-free as possible.



WELCOME HOME

From day one, we're here to help you feel comfortable and connected. We'll coordinate opportunities to explore new activities, meet new friends and settle into the community at your own pace.



Independent Living | Assisted Living | Memory Care

180 Main Street, Walpole, MA 02081 | NewPondVillage.com | 508-660-1555