



Move-in Process:

Thank you for choosing one of our properties to call your home! We are excited to work with you and want to help ensure a smooth move in process. Here are a few steps that should ensure all goes well:

- 1) **Utilities** need to be put into your name before move in, please fill out the provided utility confirmation sheet before move in.
- 2) **Rent** is due before you move in along with your deposit. We would recommend setting up free auto payments using your checking account that will withdraw automatically each month.
- 3) **Keys** can be picked up from our office on the day you are authorized to move in. A pick up at the property may be arranged with our leasing agent if possible.
- 4) **Get familiar with the property** when you move in. Please be aware of the location of the water turn off valve, HVAC system, hot water tank, and the breaker box.
- 5) **Fill out the property condition form!**

Tenant is responsible for the following:

- Yard care, watering, minor trimming, pruning & weeding beds (single family)
- Testing and changing batteries in smoke detectors and/or carbon monoxide detectors
- Changing all inoperable light bulbs (60 watt maximum) and fluorescent tubes in easily accessible light fixtures
- Keeping dryer vents & house vents inside & out clean
- Pest control (see lease for more information)
- Inside & outside window cleaning
- Tenant is responsible for all maintenance of water softener and water purification systems (if applicable)
- Drain stoppage (clogging) when caused by tenant. Do not put potato peelings, onion skins, carrot peelings, or artichoke trimmings through the disposal. Any other food placed in the disposal should have water run through the drain for at least 10 seconds after grinding. This carries the food out to the main sewer.
- Do not use the drop-in cleaners in the tank of the toilet. This will destroy the rubber.
- No foreign items are to be flushed away. This includes: baby wipes, tampons, diapers, paper towels, dental floss, kitty litter, etc. These items will clog the drain and you will be charged for the repairs.

This is only a partial list; please refer to your lease and addendums for clarification. If you require clarification or have questions about any of these items please contact us.