**MOVE – IN INFORMATION SHEET** 

We would like to thank you for choosing our property for your new rental home! Our move-in day will be **August 5th** from 2:00am till 4:00pm. We require that you check in with our office and inspect your house that same day to check the cleaning and shampooing that was done. We need to know that you are satisfied with the completed work before we pay the companies that we hired to shampoo the carpet and clean your house. Also, we will need for you to complete our move-in inspection form. It must be signed by all tenants and returned to the office within 2 days of moving in to protect you against any damages that were there before you moved in. This form will also help us to settle deposit refunds with the previous tenants.

**On your move-in day:**

1. **You will need to have made arrangements to meet your roommate(s) here at the same time on August 5th (This is mandatory).**
2. **One move-in packet will be given out per apartment, which will include all keys and the move-in instructions.**
3. **Have your first rent check for the month of August. We do not accept cash or cards for monthly rent.**
4. **Set up your voicemail on your cell phone and add your name to the message.**
5. **Utilities must be put in your or your roommate’s name. Utilities must be turned on before July 30th (to insure that the power and water aren’t disconnected.**

**Repairs/Agreement**

New tenants must be aware that the previous tenants will have moved out only a few days prior to their move in; therefore, this will not allow Management enough time to make all repairs.

All tenants and their parents agree to be patient with management in giving adequate time to do such repairs after receiving their completed move-in inspection sheet. **(Please inform roommates, all friends and family members of this.)**

**Condition**

All tenants and their parents understand that this is a rental unit and that the house and its contents are used and may not be brand new. This includes carpet, beds, flooring, and furniture (you may find some dents, scratches light stains etc…). We do, however, have a very good reputation concerning the overall condition of our houses.

We have our own maintenance staff that does the majority of our repairs and we pride ourselves in keeping our houses in good condition.

**RESPONSIBILITY AGREEMENT:** Tenants agree to immediately read and respond to all notices sent from management. (Notices will be sent by phone, e-mail or memo).

Tenants are required to inform management ASAP of all needed repairs. They must also turn off overflowing, running, or leaking water and clean up any water on floors, inside cabinets, etc… as soon as possible. Any tenant that does not follow these guidelines will be fined or charged for the damage that has occurred due to his/her negligence.

Tenants must locate the water cut off valves/knobs to the sinks and toilets, as well as the main water cut off valve to the house as soon as they move in.

**Tenants are responsible for contacting all roommates and making sure that they agree to all guidelines and are ready to move in on August 5th. All new tenants must meet at the office at the same time.**

**We look forward to having you as a new tenant.**

**Brown Heights**