

Important Dates & Information to Remember

Rent Due: Rent is due on the 1st day of each month and is late after the 3rd of each month. Late rent is not tolerated. Late notices are mailed out on the 4th day of each month. No third-party checks are accepted.

Late Charge: If your rent is paid after the 3rd, the initial late charge on the 4th is \$30 plus a daily late charge of \$10 (equaling \$40 on the 4th) and \$10 for each additional day after the 4th day.

Utilities: Other than those utilities that may be specified in your lease agreement, the tenants are responsible for transferring or connecting all utilities in their name prior to move-in. It is important to do this ASAP to avoid a disruption in service. The property manager requests for a service disconnection upon approval of application.

Maintenance Requests: Maintenance requests should be submitted online using your tenant portal. Until you receive access to your tenant portal, you may submit work order requests by fax or email using the "Work Order Request by Tenant" forms in your packet. It is important to make sure that maintenance requests are made early enough in the day to insure a speedy repair. Any requests made after 4 p.m. on working days, any time on Saturday or Sunday, or on holidays that are not considered an emergency will be submitted to our contractors the following business day. For after-hours emergency repair requests, please follow the instructions on the "Instructions for Placing Work Order Requests" notice in your packet.

Inventory and Condition Forms: Inventory forms are to be returned to our office within 5 days after move-in. Remember, this form protects you, the tenant, upon move-out. Landlord has the right not to accept forms that are returned beyond 5 days after move-in. DO NOT list maintenance issues on this form.

Contact Information: You must keep us updated on all of your email addresses and current phone numbers. This includes home, work, and cell numbers.

Renter's Insurance: Renter's Insurance is highly recommended. Each tenant should obtain renter's insurance for casualties such as fire, flood, water damage, and theft. Generally the same company that provides your car insurance or health insurance may also offer renter's insurance.