PROPERTY LOGO

Property Address

Tel:

E-Mail:

**Move-In Letter**

Dear Resident:

Welcome! We hope the following information will assist in making your move-in as smooth as possible. Please feel free to contact us if you have any questions.

**Monthly Rent:**

The monthly rent is due in our office on the 1st day of each month. Per the terms of the Lease, a late fee of $55.00 can be assessed if the rent is not received by the 3rd day of each month.

All payments should be made to Property Name.

**Renter’s Insurance:**

Each Tenant is required to purchase “Renter’s Insurance”. This insurance protects your personal

belongings against damage while you are renting your new residence. The Landlord’s insurance will not cover your personal belongings. A copy of the renter’s policy must be provided to our office before you pick-up your keys. You may choose the company of your choice.

Below is the contact information for companies that can provide you renter’s insurance:

Erenter Plan 949-809-7019

GEICO GEICO Insurance 800-841-3005

AllState 888- 924- 9452

**Utilities:**

If your lease states that you are responsible for some or all of the utilities associated with your residence, you will need to contact those utilities to have their service placed in your name. Failure to contact the utility companies could result in the service being turned off. Below is the contact information for the utility companies in our area.

**Electricity**  Company Information

**Keys:**

When you have paid the first month’s rent, changed the utilities to your name, provided Property Name with a copy of your renter’s insurance, and paid all move-in fees, you may pick up your keys.

**Move-In Inspection/Defects List:**

There will be no formal move-in inspection when you take possession of your residence. You will have **48 hours** after the start of the lease to turn in your Inventory and Condition Form. The purpose of this list is to document the condition of the property when you take occupancy. Please feel free to be as detailed as you would like. This list will be used to assess damage charges when you vacate the property. It will also make us aware of any items that need repair. Please note the inclusion of an item on your list does not necessarily mean that the item will be repaired.

**Maintenance:**

Please carefully review the maintenance paragraph in the Lease so you understand the responsibilities of the Landlord and the Tenant. All repairs should be reported to our office promptly. Repairs that can be directly attributed to tenant neglect will be billed to the tenant.

**Emergencies:**

In case of emergency, please call our office and follow the instructions to reach our on call  
personnel.

Please let us know if you have any questions or concerns. We hope that we can make this transition as smooth as possible. Thank you for choosing Property Name as your new home!