

# **Important Dates & Information to Remember**

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

**Late Charge:** If your rent is paid after the 3<sup>rd</sup>, the initial late charge on the 4<sup>th</sup> is \$30 plus a daily late charge of \$10 (equaling \$40 on the 4<sup>th</sup>) and \$10 for each additional day after the 4<sup>th</sup> 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:** These requests should be in writing, but do not have to be. Included in your new tenant packet are "Work Order Request by Tenant" forms. Make as many copies as you want so that you can fill out the form and fax it to us each time you have a maintenance request. 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.

**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.