

MOVE IN INSTRUCTIONS

- **Rent** is due in the 1st of each month. Payment must be remitted online via the Tenant Portal. Access will be provided to you with unique username via the Current Residents Option at www.OnePorch.com
- **Utilities**- Utility Concierge (<https://utilityconcierge.com>) can assist you with setting up utilities specific to your property.
- **Keys** can be picked up from the front desk of the Keller Williams office on the day you are authorized to move in.
- **Emergencies** are to be reported to the management company as soon as possible. All other repair requests must be submitted through the tenant portal. Upon move in, make yourself aware of the location of the water cut-off valve and breaker box.
- **Inventory & Condition Form** must be filled out indicating any noticeable damage in the rental and uploaded to your portal within 3 days of move in. The form can be found under the New Residents section at www.OnePorch.com
- **Walk through** with a property manager will not be performed at the time of move-in or move-out. Management details and catalogs each property with pictures and notes prior to each move in.

All Tenants are responsible for the following:

- Yard Maintenance (unless otherwise mentioned within your lease), including trimming, pruning
- Testing and changing batteries in smoke detectors and/or carbon monoxide detectors
- Changing all inoperable light bulbs and fluorescent tubes in accessible light fixtures
- Keeping dryer & house vents clean inside and out
- Pest control (for details, please contact the office)
- Window Cleaning (interior & exterior)
- Maintenance of Water Softener and Purification Systems if applicable
- Maintaining garbage disposal; Do not put vegetable peelings or trimmings through disposal. Any other food placed in the disposal should have water run through the drain for at least 10 seconds after running.
- Payment of rent or other charges as determined by lease and addendum.
- Do not use drop-in cleaners in toilet tank. This will destroy the rubber in the fittings.
- No foreign items are to be flushed. Only toilet paper; No baby wipes, feminine products, diapers, paper towels. You will be charged for all repairs.

THIS IS A PARTIAL LIST, PLEASE REFER TO YOUR LEASE AND ADDENDUMS FOR CLARIFICATION