 **MOVE – IN INFORMATION SHEET** 

We would like to thank you for choosing our property for your new rental home! Your move-in day will be **August 12th** from 9:00am till 2:00pm. Please do not call our office for an earlier move-in date because the apartment will not be available to you until the 12th. We require that you check in with our office and inspect your apartment that same day to check the cleaning and shampooing that has been 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 apartment. Also, we will need for you to complete your move-in inspection form. It must be signed by all tenants and returned to the office within 3 days of moving in to protect you against any damages that were present 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 12th. (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 made out to Brown Heights or Bill Brown & Sons Apts. for the month of August. (The rent will be pro-rated per day). We do not accept cash for monthly rent.**
4. **Set up your voicemail on your cell phone and add your name to the message, for contact purposes.**
5. **Utilities must be put in either yours or your roommate’s name. Utilities must be turned on no later than August 9th. ( to insure that you have power and water for move in day).**

**Parking Requirements**

We offer parking privileges to all of our tenants. Parking is free of charge; however, our requirement is that you bring your driver’s license when you move in for management to assign you a parking permit (permits must be visible and stuck onto your rear windshield immediately). One parking permit will be issued per tenant. The vehicle must be in the tenant’s or his/her parent’s name. We will issue one Visitor Parking Pass per apartment that it is to be shared between each roommate. Visitor parking is a privilege that we offer to those who remain respectful to our parking policies (please see tenant and visitor parking rules). BILL’S GARAGE will enforce the towing should any problem arise.

 **Furniture/Beds**

All tenants understand that management will not store or switch any furniture. Beds are the only exception but only if tenants inform management at least two weeks before moving in. Tenants may store furniture themselves in a clean, dry area, although this is not recommended due to past instances, resulting in damages, from moving and storing. Apartment furniture may not be loaned out or used outside. Please be sure and inform all roommates and all parents of these guidelines. No exceptions!

**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.)**

**Apartment Condition**

All tenants and their parents understand that this is a rental unit and that the apartment 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 apartments. Each apartment is professionally cleaned, and the carpets and living room furniture are steam cleaned each time an apartment is vacated.

We have our own maintenance staff that does the majority of our repairs and we pride ourselves in keeping our apartments 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 apartment as soon as they move into the apartment.

**Tenants are responsible for contacting all roommates and make sure that they agree to all guidelines and are ready to move into the apartment on August 12th.**

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

**Brown Heights**