

ACCESS ON THE LEASE START DATE

On the lease start date, if all move in requirements have been met, we will provide your Agent with the instructions and combination to the lock box for you to access the property.

It is customary that your agent attend the move in with you, but it is not required. If your agent has notified you that they do not plan to attend the move in, they will still need to provide you the combination for access to the property on the lease start date. Please confirm they plan to be available on the lease start date.

Keys to the property will be in the lockbox the day of your lease start date. All the additional sets of keys, garage door openers, parking permits, etc. that are provided for the property will be located in the kitchen.

You or your agent should remove the lock box and then you should maintain it in the property.

The lock box is a 4 digit combination lock box. To remove it, simply open it, slide the silver lever in the upper right hand corner to the left and the shackle will open. The lock box is supplied to you during your tenancy to assist with any repairs or visits to the property. We supply it to you to place on the front door or in the same place you removed it if you choose not to be present for visits.

Example of Lockbox use: There is an appliance repair needed. The contractor is scheduled to come by on Thursday between 8:00am-5:00pm. You cannot be home all day, so you put the lock box on the front door with the keys in it. The contractor comes at 11:00am, completes the repair and when you get home, you remove the lock box and the repair is complete.

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*Please remember if you have a pet they need to be secure or removed when any visit to the house occurs.

Move In (Taking Occupancy of the Premises)

Unless specifically agreed to in the lease, the property will be presented to you in the condition it was in when you viewed the property-this includes cleaning. If at the Move In there are still outstanding repairs/cleaning that need to be done, by taking occupancy early, you agree to take the property in ASIS condition and to work with us to complete the repairs during the first 2 weeks of the lease term. Equipment may be provided to help assist you in maintaining the property. For example; lawn mowers, gardening tools, mulch, snow removal tools, cleaning supplies, etc. These are items that are AS IS. If any personal property is present at move in and it is not something you would like to maintain, please include the removal or disposal of the list of items in the Move In request or new request after move in.

We will have a move in report completed prior to, on, or within the first 3 days of the lease start date unless we have made special arrangements with you for a different move in process. You will be provided a copy of this report and you may print, update, rescan and then upload to your request to note any additions of changes to the report for review and acceptance if you feel it appropriate. The report is completed by a contracted 3rd party to help ensure accuracy of the condition of the property.

The Move In Report provided is only to provide a record of Damage (not appliances, heating/air conditioning, electrical or plumbing systems that are not working properly) to the property, that currently exists to ensure that you are not liable for the damage when you vacate the property.

During your move in or the first few days of the lease, if you find any appliances, systems or additional items are not working properly please submit only 1 Maintenance Request through your online portal with all the noted appliances, systems and additional items that are not working properly. The response time may be significantly reduced if you follow these instructions. It is much easier for us to coordinate the repair of multiple items if they are submitted in one request. You have the ability to submit pictures and documents in each request.

Including pictures with requested repairs is very helpful and can lead to the completion of the needed repair in less time.

**After 5 days all repairs will be assessed as properly working prior to the repair request.*

Things To Note

Please make sure to identify the main shut off for the water and gas (if applicable) along with the exterior water lines and main power panel. Also please make sure to identify the location of the air filter and power panel. All properties have quirks and each property will take a few days to get used to how it functions. Your lease states you agree to communicate with us for all matters associated with the property in writing. Your online account is designed to have a request section for you to originate any and all non-emergency communication with us. This helps us track your communication and respond as needed.

Our hours of Operation are 9:00am-4:00pm Monday-Friday. We have an Emergency call center and would ask you only use it if an Emergency does occur. If you contact us through our Emergency call center and it is not an Emergency, you may incur costs associated with our response.

Please make sure that the street address, unit number, city, state and zip code for all utility account numbers is correct, if the incorrect address is used for any reason, there will be a Utility Cross Over of \$125 applied to your account per utility with the incorrect address.

We look forward to your tenancy!

Peabody Residential





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New Lease Move In Form

In order to facilitate access to your new home on the lease start date, please complete the below and submit it via email. We require verification of all utility set up for the lease start date, insurance verification and payment verification of all funds due BEFORE we provide access to the property. **Please email the completed form to Leasing@PeabodyResidential.com along with a copy of your insurance policy.**

Property Address:

Tenant(s) Name(s):

Lease Start Date:

Utility Confirmation (all that apply):

GAS – Account Number –

POWER – Account Number –

WATER/SEWER – Account Number –

TRASH/RECYCLE – Account Number –

Insurance Confirmation:

Insurance Company Name:

Insurance Company Email Contact to Confirm Policy:

Name:

Email:

Insurance Policy Number:

Prepayment of policy for full lease term YES NO

If NO, please explain:

I/We have read the Peabody Residential Tenant Handbook, are in full compliance with all agreed upon terms of the lease, have made all payments required prior to and/or on the lease start date, confirmed all utilities have been scheduled to transition or begin in my/our name(s) on the lease start date, obtain the required insurance and made the required payment.

Tenant Name (Print):

Tenant Signature:



Instructions for Saving Fillable PDF Forms

Preparation:

- You need to have a PDF reader installed on your computer, such as Adobe Reader. It is available as a free download at <http://get.adobe.com/reader/otherversions/>.
- Once you have confirmed you have the program, then you will need to test to ensure you can save the completed form to your computer. To do that, open a .pdf in your computer and open the print menu. If you have the option for:
 - Adobe PDF
 - Any other printer with a similar name to one of these, i.e. other PDF printers/writers

If you have one of them you are all ready to save the forms and send them via email to us.

Saving the Form(s)

Once you completed the form

- Select file
- Select "Save As"
- Select the location you would like to save the form
- Save the file with the name of the form (name should automatically populate)
- make sure the file extension is PDF (does not need to be Adobe)
- Select "Save"
- Email completed form(s) to us at Info@PeabodyResidential.com