



Move-In Instructions & Guidelines

Thank you for choosing Gate City Property Management.

The information below outlines important guidelines, requirements, and helpful reminders to prepare you for move-in day and the start of your lease. Please review it carefully, and feel free to reach out to our team if you have any questions — just reach out! We are here to help in any way we can.

BEFORE YOU RECEIVE YOUR KEYS

All three of the following are required before keys are released — no exceptions:

1. Utilities transferred into your name, effective on or before your move-in date
2. Proof of renter's insurance with a minimum of \$100,000 in personal liability coverage
3. First month's rent paid in full in certified funds

If any one of these is missing on your move-in date, we cannot release keys.

IMPORTANT

Leases are a binding 12 month contract that is non-refundable nor non-negotiable. Tenants are given an opportunity to view and inspect the property prior to signing the lease. Once the security deposit and lease are signed the lease becomes binding.

It is the tenants responsibility to have included any and all additional occupants on the application/lease. Anyone that does not have approval from our office to live on the property is considered an unauthorized occupant. If an unauthorized occupant is found living on the property, your account will automatically be charged \$250.00 and is a breach of your lease agreement and could result in Eviction.



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- ◆ Utilities must be transferred into your name with service starting on or before your move-in date, and proof is required before keys are released. It is the tenant's responsibility to verify whether the property has gas service. Failure to switch any required utility into your name may result in a \$250.00 Failure to Switch Utility Fee.
- ◆ Renter's insurance is required for the full length of your lease. Your policy must include a minimum of \$100,000 in personal liability coverage, plus personal property coverage for your belongings, and must list Gate City Property Management as an additional interested party. Proof of coverage is required before keys are released. Failure to obtain and maintain renter's insurance is a breach of your lease agreement.
- ◆ First month's rent is due on or before the scheduled move in date to be able to receive keys on your move in date. First month's rent must be paid in the form of certified funds (i.e. money order or cashier's check). Starting the second month of your lease you will have the option to pay rent via personal check or credit/debit card as well.
- ◆ Any and all pet deposits and pet fees must be paid in full upon move in. There is a \$250.00 non-refundable pet fee for the first pet. If there is a second pet there will be an additional \$250.00 potentially refundable pet deposit. The pet deposit will be returned with your Security Deposit at the end of your lease agreement as long as there is no damage to the property. Gate City only allows 2 pets per property and NO bully and/or aggressive dog breeds.
- ◆ New tenant's will be set up with a tenant portal upon move in. The tenant portal is what we recommend using for all maintenance requests and work orders. Also, you can use the portal to pay your rent and communicate with us.
- ◆ Please make sure you complete your move in inspection within 7 days of moving into the property and return the inspection report to Gate City Property Management. Failure to do so could result in losing money out of the Security Deposit at the end of the lease as we use the inspection as a reference.



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IMPORTANT

RENT IS DUE ON THE 1ST OF EVERY MONTH. ANY RENT PAYMENTS RECEIVED AFTER 6PM ON THE 5TH OF THE MONTH WILL BE CONSIDERED LATE AND A 5% LATE FEE WILL BE CHARGED TO YOUR ACCOUNT. TENANT NAME AND PROPERTY ADDRESS MUST BE WRITTEN LEGIBLY ON ALL MONEY ORDERS AND CHECKS.

POSTMARKS ARE NOT ACCEPTED AS THE DATE OF RENT RECEIVED. GATE CITY MUST PHYSICALLY RECEIVE ALL RENT PAYMENT ON OR BEFORE 6PM ON THE 5TH OF EVERY MONTH IN ORDER TO AVOID BEING CHARGED A LATE FEE.

- ◆ Forms of payment accepted starting the second month of your lease agreement:
 - ➤ Personal Check (\$10 Administrative Fee)
 - ➤ Money Order/Cashier's Check (\$10 Administrative Fee)
 - ➤ ACH Payment (\$7.00 Convenience Fee)
 - ➤ Credit/Debit Card (3.75% per \$100 Credit Card Convenience Fee)
- ◆ Second Month's Rent is prorated based on your move in date. The second month rental payment will be a lesser amount but will go back to normal rate for the rest of the lease.

By signing below, I acknowledge that I have read and understand these Move-In Instructions & Guidelines, including the requirement to transfer utilities into my name, to carry renter's insurance with a minimum of \$100,000 in personal liability coverage for the full lease term, and to pay the first month's rent in certified funds before keys are released.

TENANT SIGNATURE

SIGN HERE: _____

DATE: _____

TENANT SIGNATURE

SIGN HERE: _____

DATE: _____