



Tenant Move In

Real Property Management Exclusive is committed to quality property management as well as tenant satisfaction and would like their tenants to have a trouble free move in experience. The instructions below will help facilitate the move into your new home.

Rent is due on the 1st of the month. If payment is not received by the 5th of the month you will be assessed a late fee as stated in your lease agreement. Please make checks payable to **Real Property Management Exclusive**.

Paying rent online is easy and convenient. Just go to www.rpmlistings.com and click on the pay rent tab on the left side of the page. To be considered ON TIME, online payments cannot be made any later than the 2nd

Electricity, gas, water/sewer, and trash must be transferred into your name within 5 days of move in.

A locksmith will contact you within 24hrs of lease signing to rekey the property.

The Property Condition Report Form is given upon lease signing and is to be completed and sent back to our office via email or fax within the timeframe provided on the form.

Emergencies are to be reported to the management company immediately. Our phone lines are open 24hrs a day.

Tenants are responsible for the following:

- Payment of rent/charges set forth in the lease
- Pest control
- Yard care/ maintenance including but not limited to: Minor trimming, pruning, weeding, adhering to the watering schedule for your watering group and setting any timers accordingly, winterizing the property, covering the anti-siphon valve. Please contact the office with any questions.
- Testing/ changing batteries in smoke detectors and/or carbon monoxide detectors
- Changing non-functioning light bulbs and fluorescent tubes
- Keeping dryer/house vents clean (inside and out)
- Window cleaning (inside and out)
- Maintenance of water softener/ water purification systems (if applicable)
- Drain clogs (caused by tenant)

Please DO NOT

- Use drop in cleaners/ fresheners in toilet tanks
- Flush foreign items such as, diapers, baby wipers, tampons, kitty litter, paper towels etc.
- Dispose of artichoke leaves, corn husks, or potato/onion peelings in the garbage disposal, and always run water during and after chopping perishables.

Please refer to your lease for further detail of tenant information/ responsibilities.