

## NEW TENANT MOVE IN INSTRUCTIONS

Congratulations on your approval to lease a property from Premiere Property Management! In order to make your move in as smooth as possible we have established the following procedures. Please complete this form and submit it via your tenant portal no later than 3 business days prior to your move-in/lease start date.

In order to receive access to the property on your lease start date, we must verify you have set up all utilities in your name. Please log into your tenant portal and view the "property information form" under tenant documents. This form contains the utility provider names along with helpful information such as trash pickup day(s). Please complete the below utility provider name(s) and account number(s):

Electric Service Provider \_\_\_\_\_

Account #\_\_\_\_\_

Gas Service Provider\_\_\_\_\_

Account #\_\_\_\_\_

Water Service Provider\_\_\_\_\_

Account #\_\_\_\_\_

Trash Service Provider\_\_\_\_\_

Account #\_\_\_\_\_

(Many times trash is provided if the property is in an HOA. Please enter "n/a" if any service is provided by the HOA).

Please set up renters insurance effective your lease start date and submit a copy of insurance policy via your tenant portal using the "request" feature.

If the property is located in a condo building please contact the condo office number provided on your lease and ensure you have completed all necessary move-in paperwork, elevator reservation paperwork (if applicable), and paid any necessary move-in fees. Any delay on the tenant's part on completing this information prior to 3 business days prior to move-in shall not result in compensation or lease start date changes.

Renters Insurance Provided to Premiere?	Yes	No
Condo Move-in Fee/paperwork paid/complete? No	Yes	

Please submit this form, along with a copy of renter's insurance and any other necessary movein paperwork via your tenant portal using the "request" feature.

Once we have confirmed that all required information is complete and received by our staff, you will receive an email at 11:55 am the day of your move-in which contains both the electronic move-in inspection report and the lockbox combination. Keys will be in the lockbox for access the day of move-in. Extra keys/parking passes/fobs will be in a kitchen cabinet or drawer. The move-in report email will contain instructions on how to complete the move-in report, but in short you will simply note any discrepancies between our report and your findings upon move-in, then email a copy of the corrected move-in form to our leasing department within 3 calendar days of move-in.

Thank you, and we wish you the very best during your time at your new home!

Sincerely,

The Premiere Property Management Team