

We want our tenants to have a smooth move-in experience when entering our professionally managed properties. Follow the instructions below and this will assist you in negotiating the stressful task of moving into your new home.

- **Electricity:** Xcel Energy (or your local provider) must be notified to transfer service into your name 24 hours prior to move-in. Please obtain your new account # to provide us so we can verify.
- **Gas:** Xcel Energy (or your local provider) must be notified to transfer service into your name 24 hours prior to move-in. Please obtain your new account # to provide us so we can verify.
- **Water/Sewer/Trash:** Call your local city to notify them of the transfer of service into your name 24 hours prior to move-in. Please obtain your new account # to provide us so we can verify. (If applicable)
- **Rent** is due on the 1st of the month, you may pay online at highpointpm.com or by check (made to “HighPoint Property Management”). You will not be billed or a sent a notice to pay, if the payment is not received by the 3rd you will be assessed a late fee as set forth in your lease agreement.
- **Keys** can be picked up from our office on the day you are authorized to move in.
- **Emergencies** are to be reported to the management company. When you move in please be aware of the location of the water turn off valve (if applicable) and breaker box.
- **Condition of Rental Property Checklist:** Please fill this out with your property manager (if possible) indicating any noticeable damage in the rental or return to us within three business days.

Tenant is responsible for the following:

- Yard care, watering (by hand if sprinklers are broken), minor trimming, pruning & weeding beds
- Testing and changing batteries in smoke detectors and/or carbon monoxide detectors
- Changing all inoperable light bulbs (60 watt maximum) and fluorescent tubes in easily accessible light fixtures
- Keeping dryer vents & house vents inside & out clean
- Pest control (see lease addendum for more information)
- Inside & outside window cleaning
- Tenant is responsible for all maintenance of water softener and water purification systems (if applicable)
- Drain stoppage (clogging) when caused by tenant. *Do not put potato peelings, onion skins, carrot peelings, or artichoke trimmings through the disposal. Any other food placed in the disposal should have water run through the drain for at least 10 seconds after grinding. This carries the food out to the main sewer.*
- Do not use the drop-in cleaners in the tank of the toilet. This will destroy the rubber in the fittings. The type that clip to the bowl edge are best.
- No foreign items are to be flushed away. This includes: baby wipes, tampons, diapers, paper towels, dental floss, clumping kitty litter, etc. These items will clog the drain and you will be charged for the repairs.

This is only a partial list; please refer to your lease and addendums for clarification.

HighPoint Property Management has an approved vendor list for most of your maintenance and cleaning needs. Please contact our office if you need a referral.