



TENANT MOVE-IN PROCEDURES

Propertycare would like to welcome you to your new place of residency. We at Propertycare understand that moving into a new home is a difficult process. In order to ensure a smooth transition, please review and complete the following action items below immediately after the execution of the lease or upon your move-in date:

- Pay the full first month's rent with a cashier's check or money order payable to Propertycare. The full rent is required prior to being allowed access to the home via lockbox combo.
- Obtain renter's insurance as required by the lease.
- Transfer all applicable utilities immediately prior to move in to avoid any service interruption. If utilities are not transferred prior to move in, you may be without utilities.
 - Electricity
 - Water
 - Gas
- Complete and submit the Residential Lease Inventory and Condition Form within 7 days of commencement per lease agreement to inventory@propertycarehouston.com.
- Do not remove lockbox from door or hose bib, a trip fee will be charged if lockbox is removed after access is granted.
- Within 1-3 business days of move in, Mr. Rekey (locksmith company) will contact you to arrange for the rekeying of all locks in your home with a tenant present.

Additional tenant leasing guidelines and forms can be found at the Tenant Care website:
www.tenantcarecenter.com

Written correspondence can be sent as follows:

Propertycare, LLC
9219 Katy Fwy, Ste 270
Houston, TX 77027