

Check In Letter

Below are some points we would like to stress and go over:

1. Make sure to mail the rent in time to arrive by the 1st of the month to avoid any late charges.
2. Make checks payable to “P.M.B. RENTALS, INC.” or “B.R. & M.J. PROPERTIES, LLC.”
3. All utilities except sewage / “water”? are to be put in your name immediately.
4. The sewage bill comes to me and I will bill you every 3 months.
5. You will be assigned parking spaces.
6. The trash comes every week. Please keep the area clean and use city provided trash containers.
7. I will take care of the grass cutting.
8. You are responsible to pick up litter, trash, cans, bottles, cigarette butts, grass clippings, leaves, and shoveling snow and ice from walks and drive.
9. Absolutely no one is to be on the roof to sun bathe or for any other reason – you will be liable for any damages and repair.
10. No alterations are to be added or removed without prior written approval.
11. The dwelling is considered as being in good and satisfactory condition together with all its furnishings unless a written statement of objection is delivered to the owner within 14 days after taking possession.
12. A smoke detector / carbon monoxide detector is provided. We believe in them very strongly. However, it is your responsibility to test them every month and to keep them functional (including batteries) for your safety.

WE SHALL GO THROUGH THE FOLLOWING ITEMS TOGETHER:

A. Check In Letter	B. Lease	C. Check Out Letter
D. Your Phone #	E. Parking	F. Rent Due
G. Deposit Due	H. Utilities	I. C/B Box
J. Water Main	K. Washer/Dryer	L. Furnace
M. Air Conditioner	N. Dehumidifier	O. Stove/Oven
P. Smoke Det / Carbon Mon Det	Q. Light Bulb	R. Nails
S. Trash / Litter / Cig Butts	T. Alterations	U. Inventory
V. Doors/Locks/Keys	W. Yard / Snow	X. Sewage Backup/Flooding
Y. Property Condition	Z. Things to Do	AA. Insurance/Emergency/Parties

We expect you to pay your rent on time and you can expect us to respond promptly to maintenance problems. We are very reasonable people who take pride in our properties. We will be responsive to your request, but we also need your cooperation in upholding the terms of the lease. Let us all take pride in this place you now call home.

ACCEPTED this _____ Day of _____ 20____

Owner/Manager

Tenants
