kw HERITAGE PROPERTY MANAGEMENT

Important Information Regarding Your Move-in

1 UTILITIES

Turn on utilities on or before your Move-in Date. You will provided w/ the utility providers' information.

2 LEASE AGREEMENT

Ensure you have already signed your Lease Agreement sent via Dotloop.

3 PRORATED RENT

Pay your prorated rent through your Resident Portal. If your move-in date is on or after the 20th of the month, you will also be required to pay the first month's rent.

4 MAIL SERVICES

Set up mail service with www.usps.com. If there is a community mailbox, you will need to take your signed lease to the nearest post office for assistance with mailbox information and rekey. You can use the USPS Post Office Locator to find a PO location.

5 KEY PICK-UP

Key pick-up will be at our office. We will contact you beforehand to coordinate key pick-up times.

6 CONDITION REPORT FORM

Complete your Move-in Condition Report Form and send it to HPM within 7 days of move-in. If you want to add photos, you can send them along with your Move-In Condition Report Form.