

Renter's Move-In Check-List

Alert Realty & Investment Co, 1132 Francis St, Longmont, CO 80501
303-776-5156, fax 303-776-7576, rent@alertrealty.net

CONGRATULATIONS you are steps closer to becoming a great renter.
Please take a look at the checklist below, all items must be completed.....

Orientation, Quiz and Lease Signatures complete

Move-In Funds: CERTIFIED FUNDS ONLY!!! NO CASH AND NO PERSONAL CHECKS.

- Security deposit is due at lease signing and first month's rent due when keys are picked up. If you are going to be paying in full at lease signing, please remember to buy a separate money order for security deposit and rent.
- After security deposit and first rent is paid we will be happy to honor your personal checks or on-line (eCheck) payments.
- We need your **current email address** as the first step in setting up your online portal!!

Utility Set-up: Renters In the Longmont area please call to set up your City of Longmont account ONLY!! We will take care of your Xcel energy account. For those of you outside Longmont (Berthoud, Lyons, Niwot, Idaho Creek) you will be responsible for setting up most or all of your utilities, see us for details.

Renter's Insurance: This is a requirement of your lease. Please contact your insurance provider and add this coverage to your current policy. It is pretty inexpensive. We will need to see proof of this at move-in.

Keys: You may pick-up the keys to your new rental during normal business hours, Monday-Friday 8:00am to 5:30pm and some Saturday's from 9:00am to 1:00pm. Other hours or locations, if available, at an additional charge.

Move-In Condition Report: This form can be found in the red folder given to you at lease signing (or taking keys, in some cases). Please fill this form out completely and return it to our office within 5 days of your move in.

Setting up online access: Please remember to give us your current email address so that upon move in we can email you the invitation for online access. This includes great features such as paying your rent online, checking your balance and submitting maintenance requests.

Please remember to always keep your contact information current so that we are able to contact you.

Thank you for renting with Alert Realty