



Fast and Easy Move In **Optional - Quick, Anytime on Move In Day, Onsite Lockbox Access**

Don't want to fight traffic to our downtown office to pick up keys and turn in paperwork? Have the moving truck scheduled for 8am and we don't open until 9? Driving in late and can't make it by 2pm? We can make life easier and your move in faster.

This optional service enables tenant to gain access to their new home through a coded lockbox on site for an optional charge of \$40.00. Please choose one of the following:

- YES** - I want to sign up for the optional **Fast and Easy Move In**. What are the details?
- Tenants are required to pay all of the following: deposits, rent, any outstanding fees or other charges due and the \$40.00 **Fast and Easy Move In** charge FIVE business days prior to being allowed access to the home. Payments may be made through the tenants online portal. Access to this portal will be provided once the lease is signed.
 - Tenants must transfer all utilities into tenants names prior to move in and email or upload account numbers for all utilities at least 5 days prior to move in day.
 - Tenants will receive an email at 12:01am on move in day with the specific lockbox code for the property. Locate the lockbox (normally found on the front door, railing, or hose bib) and use the emailed code to access the front door key.
 - Tenants must locate all additional keys, garage door openers, gate cards, gate remotes, etc. in the kitchen drawer closest to the sink, typically to the right.
 - Email a photo of the items in the drawer to info@1836realty.com upon arrival.
 - Fill out and return the required inventory and condition form within the required number of days per their lease.
 - Coordinate directly with our preferred locksmith, Mr. Rekey, to ensure the home is rekeyed no later than 2 days post move in day. The locksmith will rekey all locks, ensure the locks and smoke detectors are up to code and deliver new keys.
- NO** - I prefer not to use the optional Fast and Easy Move In. I understand that I will need to set an appointment to arrive at the office of 1836 Realty NO later than 2pm on move in day to pay all funds due, deliver utility account information and obtain my keys.

Tenant's Name: _____ Signature: _____

Rental Property Address: _____