



# WELCOME!

Tenant Name(s): \_\_\_\_\_

Your New Address: \_\_\_\_\_

Move-In Date\*: \_\_\_\_\_

\_\_\_\_\_

Move-In Time: \_\_\_\_\_

Parking Space: \_\_\_\_\_

Mailbox: \_\_\_\_\_

□ **UTILITY ACCOUNT**

Before you can receive the keys and move in, you must set up your utility account with SDG&E (or other local utility service). You can do this by visiting their website at [www.sdge.com](http://www.sdge.com) or calling 1-800-411-7343. Make sure you have your utility account number and have filled out the utility account form (ask your manager for this form if you don't have it). This form must be filled out completely before you can receive your keys. If you do not set up your utility account, your lease will still take effect on the move-in date on your lease.

□ **RENTER'S INSURANCE**

You are required to carry renters insurance with \$100,000 liability. All tenants on the lease must be included in the policy. The cheapest way to obtain renters insurance is through a private company. Please obtain renters insurance and email a copy of the declarations page to our office email below before or on your move-in date. Please add Jensen Properties as an "additionally insured". If you fail to provide proof of renters insurance or the proper declarations page, you will automatically be enrolled in liability insurance from Great American Insurance. This will cost \$35 per month (2-7 times more than private insurance) and your personal belongings would not be covered.

□ **PAYMENT**

At move-in, you must bring the total amount due at move-in according to your lease. This includes your first month's rent, pet deposit, security deposit (if not already paid), water fee, insurance fee (if you don't provide proof of insurance), and any other charges due for parking, storage, etc. **You must pay these with a cashier's check or money order.** We do not accept electronic payments at move-in and we do not accept cash payments ever.

Category	Amount Due
Rent from _____ to _____ (date)	
Security Deposit	
Water / Insurance / Other	Water:                  Ins:                  Other:
<b>TOTAL DUE AT MOVE-IN</b>	

**On-Site Management Office**

Phone:

Email:

\*Please contact the office to confirm and finalize your move-in date and time.