



Welcome All New Residents:

The information contained in this move-in packet is designed to help ease the move-in chaos and answer some of the most commonly asked questions that our new tenants may have.

Included in this packet is an apartment inspection sheet; you are encouraged to inspect your apartment at the time of your move-in and complete the form accordingly. The move-in inspection sheet is **only** to note the condition of your apartment. All maintenance requests must be called into our office at (614) 291-2600. When you complete the move-in inspection form, make sure that you send it into the office within two weeks of your move-in date.

Also included in this packet are the rules and regulations you must follow while residing at our property. It is important that you read and abide by these rules, as you will be held accountable for any and all violations of these regulations. Inside, you'll also find the phone numbers of the area utility companies. Please take a moment to call and change these utilities over to your name and billing information ASAP. This is very important and could save you money. Also, if you live in a city street permit area and you do not have off street parking, you must obtain a City of Columbus parking sticker or you will be fined. To obtain a permit, please call 645-7790.

Another important detail that you should be aware of is that you are strongly encouraged to have **renters insurance**. This is to protect your personal property in the event of loss or damage. Please be sure to talk with your parents and insurance agent to make sure you are properly insured.

Once again, welcome to all our new tenants and thank you for choosing Hometeam Properties Management Co. for your housing needs. We strongly encourage all of our residents to read through the enclosed information and refer any questions to the office. **Finally, we request that you complete the last page of this packet (emergency contact information) and mail it to our office no later than October 1 (with your rent payment).** We have included, for your convenience, a copy of this emergency contact information, and a move-in inspection sheet. This way, we'll have all of the contact information we need in any case of emergency.

Our office is open from 9:00 a.m. to 5:00 p.m., Monday through Friday, and we also have an after-hours **emergency maintenance service** which you can read about in the Maintenance section of this packet.

From all of us at Hometeam Properties Management, LLC we wish you the best of luck in this upcoming year, and wish to thank you again for renting with us.

Sincerely,

Hometeam Properties Management, LLC.