

BYERS & HARVEY WELCOMES YOU!

THANK YOU FOR CHOOSING US AS YOUR RENTAL COMPANY. WE ARE DEDICATED TO MAKING YOUR MOVE-IN TRANSITION AS SMOOTH AND STRESS-FREE AS POSSIBLE. TO MAKE THIS PROCESS EASIER, WE HAVE PROVIDED A HELPFUL CHECKLIST BELOW. HOWEVER, IF YOU NEED ANY ASSISTANCE, DON'T HESITATE TO REACH OUT TO US. WE'RE THRILLED TO HAVE YOU ON BOARD!

- RENTERS INSURANCE:** MUST INCLUDE UP TO \$100,000 IN LIABILITY, EVERY ADULT MUST BE LISTED, & MUST BE FOR THE PROPERTY YOU ARE MOVING INTO.
- ACCESSING THE PORTAL:** MAKE SURE YOU HAVE YOUR PORTAL ACTIVATED. IF NOT, CONTACT THE OFFICE AND WE WILL SEND YOU A LINK TO DO SO.
- TRANSFER UTILITIES:** PLAN TO HAVE UTILITIES TRANSFERRED IN YOUR NAME THE DAY THAT YOU SIGN YOUR LEASE. YOU WILL RECEIVE ALL UTILITIES COMPANIES & CONTACT INFORMATION WITH YOUR WELCOME PACKET & KEYS.
- UNDERSTAND MOVE IN FEES/DUES:** IF NEEDED, PLEASE FEEL FREE TO CONTACT THE OFFICE FOR A PRICE BREAKDOWN OF WHAT WILL BE DUE AT MOVE IN.
- PROVIDE PET INFO.:** TURN IN VET RECORDS, A PHOTO OF THE PET, AND YOUR ESA/SERVICE ANIMAL LETTER IF APPLICABLE. PLEASE SEND TO FRONTDESK@BYERSANDHARVEY.COM
- SIGNING YOUR LEASE:** YOU CAN EXPECT YOUR LEASE IN YOUR EMAIL THE MORNING OF. DIGITAL SIGNATURES FROM ALL PARTIES ARE REQUIRED.
- PICKING UP KEYS:** YOU MAY PICK UP KEYS FROM OUR OFFICE DURING BUSINESS HOURS. IF SOMEONE IS PICKING UP YOUR KEYS FOR YOU, PLEASE NOTIFY THE OFFICE WITH THEIR FIRST AND LAST NAME, DATE, AND HAVE THEM BRING IN THEIR ID. IF YOU ARE PICKING UP YOUR KEYS AT A LATER DATE, PLEASE NOTIFY THE OFFICE.

WHERE TO GO: WE ARE LOCATED AT 1820 BUSINESS PARK DR. CLARKSVILLE, TN, 37040

CONTACT US: WITH QUESTIONS OR CONCERNS EMAIL FRONTDESK@BYERSANDHARVEY.COM OR CALL US @ 931-647-3501

WELCOME HOME!



— MOVE IN CHECKLIST —