

FOLLOW-UP AND REMINDERS AFTER MOVING IN

WE HOPE THAT YOU ARE ENJOYING YOUR NEW HOME. TO ASSIST YOU DURING THIS PERIOD, WE HAVE CREATED A LIST OF HELPFUL REMINDERS. IF YOU HAVE ANY INQUIRIES OR WORRIES, FEEL FREE TO REACH OUT TO US.

MOVE IN INSPECTION FORM: YOU HAVE 7 DAYS FROM THE DATE YOUR LEASE IS SIGNED TO RETURN THIS FORM BACK INTO US. WE CANNOT USE THIS FORM AT MOVE OUT IF IT IS TURNED IN LATE. YOU MAY EMAIL THAT TO FRONTDESK@BYERSANDHARVEY.COM, BRING IT BY THE OFFICE DURING BUSINESS HOURS, OR LEAVE IT IN OUR DROPBOX IN FRONT OF OUR BUILDING.

TRANSFER UTILITIES: IF YOU HAVE NOT TRANSFERRED UTILITIES, DO SO ASAP. YOU WILL BE BILLED FOR THE PERIOD BETWEEN YOUR LEASE BEING SIGNED AND THE DAY UTILITIES WERE TRANSFERRED.

MAINTENANCE: ONCE THE ITEMS ON YOUR MOVE INSPECTION HAVE BEEN COMPLETED, IF REQUIRED, YOU MAY PUT IN A WORK ORDER/SERVICE REQUEST VIA YOUR PORTAL, BY EMAILING US, OR CALLING THE OFFICE.

LOCKBOX: THERE MAY BE A LOCKBOX HANGING ON OUR DOORKNOB. THOSE ARE PICKED UP EVERY FRIDAY. PLEASE NOTIFY THE OFFICE IF THE LOCKBOX IS STILL HANGING ON THE DOORKNOB AFTER 14 DAYS FROM THE DAY YOU SIGNED YOUR LEASE.

SETTING UP WIFI: THERE ARE A FEW SERVICE PROVIDERS IN THE AREA BUT NOT ALL OF THEM MAY SERVICE YOUR SPECIFIC PROPERTY. CDE, CEMC, SPECTRUM, VERIZON, & AT&T ARE A FEW LOCAL PROVIDERS. SOME MAY REQUIRE A PERMISSION LETTER. WE ONLY HAVE LETTERS FOR CEMC & CDE ON FILE, ANY OTHER COMPANY WOULD NEED TO PROVIDE THAT TO US/TENANT FOR OUR PROPERTY MANAGER TO SIGN OFF ON. THIS CAN BE EMAILED.

COMMUNICATION: YOU CAN CONNECT WITH US VIA EMAIL AT FRONTDESK@BYERSANDHARVEY.COM OR BY CALLING US AT 931-647-3501. PLEASE BE SURE TO LEAVE A VOICEMAIL IF YOU ARE UNABLE TO REACH ANYONE AND WE WILL BE SURE TO RETURN YOUR MESSAGE AT OUR EARLIEST CONVENIENCE.

FEEDBACK: IF YOU'VE HAD A POSITIVE EXPERIENCE WITH US, PLEASE LET US KNOW. WE WOULD GREATLY APPRECIATE YOUR KIND REVIEW, WHICH CAN BE LEFT AT THE FOLLOWING LINK: [REVIEW](#). IF YOU FEEL AS THOUGH THERE ARE THINGS THAT WE CAN IMPROVE ON, PLEASE LET US KNOW AT FRONTDESK@BYERSANDHARVEY.COM & PUT "FEEDBACK" IN THE SUBJECT LINE.

THANK YOU!



— MOVE IN FOLLOW-UP —