

Austin Evergreen Realty, Inc.

Evergreen Properties Residential Lease – Move-In Check List

Congratulations! You have been **approved** for one of our properties!

Please read **all move in instructions** below:

- Upon being approved we will need you to **submit a security deposit** (equal to the monthly rent unless otherwise agreed, must be in money order or cashier's check) **within 48 hours** in order for us to hold the property until the move in date. We can only hold the property for a **maximum of two weeks** from the day the application was received for processing.

Lease Agreement and Supporting Documents:

- **Residential Lease Agreement:** Please initial each page at the bottom and sign/date pg. #14. This document will be sent out upon approval in PDF format via email. You can return the signed lease and other documents to Evergreen via fax or email in PDF format which can be found at the bottom of this page.
- **Keybox Authorization Form:** This form is an addendum to the lease agreement and only pertain to the last 30 days of the lease agreement.
- **Information About Brokerage Services:** Sign required disclosure by Broker.
- **Pet Agreement Addendum:** If applicable please obtain the Pet Agreement Addendum from our website www.evergreen-austin.com and submit with other lease documents. We require a \$200 deposit for each pet which has to be in money order. Tenant must give notice of additional pets and pay \$200 deposit.
- **Additional Requirements:** If you have not **submitted a copy of your driver's** license, please submit with the signed lease agreement. We can not give you keys to the property until this requirement is met. **Security deposit, pet deposit, and first month's rent** must be in money order, there after rent can be paid by **personal check** directly to our office or via mail to our address.

Utilities Contact Information:

- **Utilities** for the property will be **turned off** promptly by the **move in date**. It is the **tenant's responsibility** to transfer services before the move in date in order to prevent **disconnection**, contact us immediately if you need help with the providers for your address. The names of the **utilities companies** will be specified **in your email** and their **contact information** are below:

City of Austin	512-494-9400	Brushy Creek Mud RR	512-255-7871
TXU Electric	800-242-9113	Texas Gas (Austin)	800-700-2443
Round Rock Water	512-218-5460	Atmos Gas (Outside Austin)	800-460-3030
Pedernales Elec. Co	512-331-8883	Crossroad Water Co.	512-246-1400
Severn Trent Trash	512-246-0498	City of Leander Water	512-259-1142
Allied Trash Services	512-247-5647	EISI Trash Services	1-866-282-3508

After Move-In Requirements:

- On the move in date you will be given **home keys** in addition to any other items associated with the house such as garage door remotes, mail box keys, and pool pass **if available** (owner **will not** provide additional items). Please note that some **mail boxes** are **re-keyed by the USPS**, you must contact your local post office to obtain a new key. You will need a copy of your lease to make this request.
- **Condition and Inventory Form:** The completed form must be returned to our office within **7 business days**. Damages that are present upon move in are not valid if you fail to return the inventory form within the allowed time.

Austin Evergreen Realty, Inc. 13010 Research Blvd. #104 Austin, TX 78750
512-331-1122 (office) 512-331-1153 (fax) 512-771-4734 (leasing agent: Bo Dinh)
www.evergreen-austin.com leasewiththeevergreen@yahoo.com