



Sensible Home Management

"Professional management at affordable prices"

Tenant Move-In Procedure

Congratulations on your new home! We hope to make this a seamless move-in experience for you so below is a list of move-in items that will need to be addressed before your lease start date.

1. **Confirm a lease start date.** We need this date set before we can begin drafting your lease. If you have signed a Holding Deposit Agreement, please note that the agreement states that your lease must start within 14 days of signing.

2. **Sign lease.** This will be drafted and sent over to you to review and sign via DocuSign. Please be sure all parties sign prior to lease start date.

3. **Provide proof of Renters Insurance.** Please be sure to list Sensible Home Management as an interested party on the account and send a copy of the 'Declaration Page' to info@sensiblehm.com so we can add it to your portfolio.

4. **Establish new utility accounts.** These accounts must be established for your new home effective your lease start date. If you have any questions about what utilities your new home may have, please reach out to your property manager for more information.

* Occasionally there are certain utilities that are unable to be transferred into the tenant's name. Those utilities will be billed to Sensible Home Management and back billed you through the Renter's Portal in addition to the monthly rent. A copy of these bills will be attached in the 'Notes' tab in the Renter's Portal for your review and records.

5. **Submit payment for total move-in cost balance.** This can be done via the Renter's Portal *no later than 48 hours before your lease start date* **OR** bring a money order or cashier's check with you the day of your move-in inspection. If you have submitted a Holding Deposit payment, your deposit will be applied to your total move in costs.

6. **Schedule and complete a move-in inspection the day of your move-in.** You and the property manager will do a walkthrough together to document the condition of the property as you have received it. After the move-in walkthrough is complete, we will hand over the keys to your new home. We understand some items may be overlooked during this inspection, so we allow 48 hours after the inspection has been completed for you to document and send us any items you believe should be noted on the move-in inspection.

If you have any questions or concerns regarding this process, please feel free to reach out to info@sensiblehm.com