



Move-In Procedures

This document outlines the required procedures and payments that must be completed prior to a tenant's move-in and key acceptance. Mention that this policy is designed to ensure a smooth and transparent move-in process.

- **Pre-Move-In Payment Requirements**

- Initial Rent Payments:
 - Pro-Rated Rent (if applicable):
 - If the lease begins on any day other than the 1st of the month, rent will be prorated based on the number of days of occupancy.
 - First Full Month's Rent:
 - The first full month's rent must be paid in full.
 - Pet Fees (if applicable):
 - Any applicable pet fees as outlined in the lease agreement must be paid in full.
- Security Deposit:
 - Any applicable security deposit as outlined in the lease agreement must be paid in full.
- Payment Methods:
 - ACH - RentecDirect Portal
 - Credit/Debit Card - RentecDirect Portal
 - Certified Bank Check
 - Money Order
- **Important:** All funds must be received and cleared by our bank prior to key acceptance.

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- **Utility Transfer**

- All utilities must be transferred into the tenants name prior to the move-in date, and documentation provided

- **Required Documentation**

- Fully executed lease agreement, including:
 - Residential Rental Contract
 - Pet Addendum (if applicable)
 - Maintenance Addendum
 - Landlord-Tenant Normal Wear & Tear Addendum
 - Sight Unseen Addendum (if applicable):
 - If the tenant leased the property without viewing it, the signed Sight Unseen Addendum is required.
- Proof of Renter's Insurance:
 - Proof of an active policy with *Expert Property Management Group, LLC* listed must be provided.
- Photo Identification
- Proof of Utility Transfer
- Vehicle Make/Model/License Plate Number

- **Payment Verification**

- Payment Processing:
 - All funds must be processed and cleared prior to any transfer of keys or access to the property
 - **Important:** Keys will not be released until all funds have been verified as cleared in our bank account.

- **Key Release Procedure**

- Once funds have been received, key access will be provided via email

- Once keys have been obtained by the tenant(s), the Key Release Policy must be signed
- **Move-In Inspection**
 - Once move-in instructions have been provided, a Move-In Inspection request will be generated via zInspector
 - Move-In Inspection **must** be completed within three days
- **Important Information**
 - All required funds **MUST** be received and cleared prior to ANY keys being exchanged.
 - Any issues or damage noted upon key acceptance must be documented via zInspector and reported to management immediately.
- **Contact Information**
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