



BRIDGING INTERESTS LLC

859 Custer Street - Hapeville, Georgia 30354
404-669-6308 - bridginginterestsllc@gmail.com

Move-In Guide

Welcome. Everything below comes from your lease -- this is the short version. Where a term differs, your signed lease governs.

Two things have a deadline. Your **Move-In Inspection Form** is due back within **7 days** of taking possession, and **rent is due on the 1st**, in advance.

Before you get the keys

Do this	Detail
Put every utility in your name	Water, sewer, garbage, electricity, gas, cable and local phone are yours, even where the bill stays in our name. Not paying a utility is a lease default.
Buy renter's insurance	A comprehensive policy with at least \$300,000 in liability coverage.
Pay the security deposit	Due before you take possession. Under O.C.G.A. Section 34-6-8 we give you written notice that the deposit is not held in an escrow account.
Give us your phone numbers	Home, cell and work -- and tell us whenever they change.

Your first week

- 1. Activate your resident portal.** Rent, maintenance requests, receipts, your ledger and your lease paperwork all live there.
- 2. Complete the Move-In Inspection Form and return it signed within 7 days.** The home is rented as-is. Anything you do not write down is treated as accepted in the condition you found it, so photograph everything and be thorough. This form is what protects your deposit.
- 3. Test every smoke and carbon monoxide detector.** Keeping them working -- including batteries -- is yours for the whole term. Test them weekly.
- 4. Set a reminder to change the furnace filter monthly** during heating and cooling season.

What is yours to keep up



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- **Lawn, shrubs and trees** -- mowed, watered and neat. If it is not kept up we can have it done professionally and bill you as additional rent.
- **Gutters** -- cleaned each fall, or as needed.
- **Pest control** -- as needed. An infestation is a lease default.
- **Furnace filters** -- monthly during the season.
- **Smoke and CO detectors** -- tested weekly, batteries replaced.
- **Trash and general cleanliness** -- removed as it accumulates.
- **Septic, if the home has one** -- no tobacco, coffee grounds, food waste, diapers or sanitary products down the sinks or toilets. Add septic treatment regularly. No garbage disposal may be added.

Things that need our written permission first

- Changing, adding to or altering **any lock**, or installing or changing a **burglar alarm**. If we approve it, we need the keys or the codes immediately.
- Any **alteration, installation, repair or redecoration** -- including ceiling fans, blinds, carpet, fencing, light fixtures, shrubs and plantings. Anything affixed to the home becomes part of the home.
- Keeping a **waterbed**.

House rules worth knowing now

- **No pets** of any kind, permanent or visiting, in any home we rent.
- **Only the people named on the application** may live in the home. A guest staying more than 14 days adds \$100 per person per month in additional rent unless we agree in writing first.
- **No vehicles on the lawn**, and no non-operative vehicles on the property.
- **No kerosene space heaters**.
- **Nothing combustible stored** on the property.
- **Picture hooks, shade brackets and curtain rod brackets only** in the walls -- no other nails, screws or adhesive hangers.
- **Appliances are not part of your lease**. Any appliance in the home stays as a convenience; we do not warrant that it works, and no part of your rent is for it. Return it in the condition you received it.

Paying rent

Rent is due **on the 1st**, in advance, online at **bi.managebuilding.com**. Cash may be paid in person at 859 Custer Street, Hapeville, GA 30354. **We do not accept checks**. Mailing your rent adds a \$50 processing fee. A returned payment adds a \$50 fee and the rent counts as unpaid from its original due date.

Emergency: **404-669-6308** - bridginginterestsllc@gmail.com - bi.managebuilding.com