

Journey & Associates, Inc.

Move In Policies and Standard Office Procedures:

Normal turn around time from application approval until move in is two weeks. If you need to move in sooner, there will be a \$75 expedited move in fee.

There is a \$75 administrative fee charged for ALL LEASE REVISIONS (this includes changing dates) which are requested by tenant. This fee is payable in advance.

All Payments should be made payable to: Piedmont Group Properties, LLC.

Security Deposits must be paid in the form of certified funds. No other fees or charges may be included with this payment.

A Full Month's Rent Must be paid in certified funds, prior to move in. Prorations shall be credited to the second month of occupancy.

All utilities must be placed in tenant's name prior to move in. Keys will not be released until confirmation has been provided to Journey & Associates staff.

Tenant Initials

Rent payments are due on the 1st of each month.

Pet Fees are due prior to move in.

Cash payments will not be accepted in our office.

Payments received after midnight on the 5th of each month, must be payed with certified funds and include the 5% late fee. Personal checks received after the 5th will be returned via USPS.

No satellite dishes attached to the roof. Please ask your installer to place the dish on a pole in the yard ONLY!

Your Move In Inspection Form (provided with keys) should be returned to our office within 10 business days, or two weeks from lease start date.

***Test exterior faucets and note on move in inspection form, if not working properly. Exterior faucets reported at later dates will be considered damaged by tenant and repair costs may be deducted from your security deposit at move out.**

WE DO NOT ACCEPT CALL IN MAINTENANCE REQUESTS!

Maintenance Request Forms are available in our office, or via email.

Tenant Initials

Your privacy is important to us. Account information will not be discussed with any person not named on the lease. Please make sure any company such as Rent A Center, Aaron's, etc. provides our staff with a release of information authorization form, with your signature, when using our firm as a reference.

Tenant Initials