

FERGUSON PROPERTIES

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Dear New Tenant;

WELCOME!

This package was prepared to provide you with some basic information that you may find helpful as you settle into your new rental home. Enclosed you will find...

- Copies of your lease documents
- Payment receipt with instructions for future payments
- A list of Helpful Contacts for utilities and other services
- Change of address and other helpful forms and brochures
- Our business cards

We'd also like to highlight a few of the Lease Agreement points at this time...

- Payment Options – Since we do not receive payments at our personal residence, please review the instructions printed on your statement for how to make future payments. Each month, after your payment is received, you will be mailed an updated statement as receipt for your payment along with billing for the next month's charges due.
- Utilities – Utilities operate under the landlord's name between tenants and are turned on when you move in. The lease provides you with ten (10) calendar days to arrange for billing of these utilities in your name. After ten days, we will contact the utilities and discontinue billing in our name, which could interrupt service if you've not yet made the necessary arrangements.
- Renter's Insurance – By signing the lease, you agreed to obtain renter's insurance, which protects your property on the rental premises. We may request proof of such insurance from you at any time. Enclosed are brochures from several insurance agencies for you to consider.
- Repairs – Please inform us of any problems on the premises as soon as you notice them to allow for speedy repair. Even if some repairs are stated in the lease as the tenant's responsibility, perhaps we can assist in fixing it sooner and minimizing the overall cost.
- Pets & Occupants – Please be reminded that PETS ARE NOT PERMITTED. Also, written authorization is required before allowing anyone to live in the rental unit who is not already named on your Lease Agreement. If you have had a baby, please give us a call and we'll add the name to your lease immediately. If you would like to have an adult move in with you, however, they will need to complete an application first, so please contact us prior to move-in.
- Vehicles & Parking – Only operable vehicles may be kept on the premises – broken down, unused vehicles may be towed. Every operable vehicle must be parked in the driveway and not in the yard, as this tears up the yard and could cause damage to the buried septic system.

If you have any questions at all, please do not hesitate to call. Also, please let us know your new home telephone number as soon as possible, and keep us updated on any employment-related changes. We are very pleased to have you as a new tenant, and look forward to a long and happy business relationship!

Brad Ferguson
Property Manager

and

Jennifer Ferguson
Office Manager

