

# STUTTS PROPERTIES, INC.

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LEASING • MANAGEMENT • MAINTENANCE

## **MOVE-IN INSTRUCTIONS**

We understand that your first few weeks of tenancy could be chaotic, so we wanted to provide you with the proper information to ensure a smooth transition! The ensuing pages will describe the expectations for your move in regarding the following:

- Personal Property Insurance
- Online Tenant Portal Access
- Utilities
- Keys / Door Openers / Access Cards
- Water Meter and Breaker Box
- Move-In Condition Report
- Tenant Questions and Responsibilities

If you have questions, please do not hesitate to contact the office. Thank you for choosing Stutts Properties and we hope you had a great experience!

Sincerely,

Stutts Properties Inc.  
3067 Huntsville Road  
Florence, Alabama 35630

## **PERSONAL PROPERTY INSURANCE**

- ❑ Tenant Insurance – The insurance policy required by the lease is a liability policy to cover any property damages, not personal property of the tenant. We recommend tenants sign up for personal property insurance.

## **ONLINE TENANT PORTAL ACCESS**

- ❑ Rent Payments – We recommend tenants sign up for automatic checking account payments to ensure you do not incur any late charges.
- ❑ Maintenance – All maintenance requests are to be submitted inside the portal with detailed information and pictures of the issue(s). Maintenance technicians complete work orders from Monday – Friday (7am – 3pm) and will try to accommodate requested times as much as possible, but specified times are not a guarantee.

## **UTILITIES**

- ❑ All utilities will be scheduled to turn off on the day prior to your move in, make sure you have arranged all connections with utilities companies to ensure continuity of service.

## **KEYS / OPENERS / ACCESS CARDS**

- ❑ All keys will be placed in a digital CodeBox located on the front door (unless otherwise specified) and a code will be text to you via the AppFolio platform to retrieve those keys. If applicable, garage door openers, access cards, etc.... will be located on the counter or inside cabinets.

## **WATER METER & BREAKER BOX**

- Upon entering the residence, we recommend tenants immediately do the following in this specific order:
  1. Water Meter
    - Find the in-ground water meter for the property or apartment should you need to turn it off due to an emergency.
    - Check to make sure the valve is unlocked, if not unlocked call the utility company.
    - If it is unlocked, but not turned on.... the utility technician turned it on, and the meter spun showing that a faucet or appliance using water was on, so it was immediately turned off.
    - Turn valve to the on position and immediately go inside to find the running water.
  2. Breaker Box
    - After the water meter has been found and valve turned on, find the breaker box.
    - Make sure all breakers are flipped to the on position and labeled properly.

## **MOVE-IN CONDITION REPORT**

- Protect your Security Deposit - After move-in, you will receive an email with detailed instructions on how to complete the report from your phone, complete with the ability to add photos.

## **TENANT QUESTIONS & RESPONSIBILITIES**

- Please review your lease regarding any questions, rules or responsibilities related to the property. If not specified in your lease, please call the office at 256-757-5525.