



## Utility Transfer

Once a lease is sent out for signature the Office Admin. sends out Tenant information to Concierge Program through their link. Information can be obtained from application. Do not need to complete every field. (Name, phone number, email address, check off one of the extra services (phone/interest) and agent information is enough). If there is private water, add that to the notes section along with Rental Insurance requirement.

- If move in is more than 2 weeks out, request for contact should be 2 weeks;
- If move in is on a quicker schedule, request can be next day.

Concierge will attempt 3 times to contact tenant to make arrangements. Confirmation will be received with tenant name and address indicating if successful.

**Failure to transfer any utility bill (electric, gas, oil, propane, or water) will result in an administrative charge of \$45.00 per month as Additional Rent plus the costs of the utilities billed to Landlord, due and owing as Additional Rent.**

## Email/Mail Message:

*Congratulations!*

*Attached is your new Lease for the above mentioned property and a blank W9 for security deposit. Sign them both and return to us. Note that only one person completes & signs the required W9 for your security deposit account.*

*Original Documents & Funds can be dropped off at our office.*

*Office Hours = 9am-4pm*

*Front Door = drop-slot, available 24 hours*

*Rear Door = mailbox, available 24 hours*

*In addition, it is your responsibility to transfer all necessary utility accounts into your personal name as of the move-in date. You will be contacted by our Personal Move Concierge to assist you with this process. See details below;*



**RESPECT, TEAMWORK AND SIMPLICITY** has been at the heart of Realty Solutions since we began servicing rental units in 2001. Because we value our tenants, we are committed to offering the most value for the money, which is why your new unit comes with value-added benefits.

- **Realty Solutions Concierge Program** – direct assistance to help you set up utilities and Renter’s Insurance at your new home — TV, phone, internet, gas and electric—at no additional cost to you
- **Realty Solutions Concierge Program** – additionally, Comcast and Verizon FiOS promotions (with bundles starting as low as \$49.99), up to \$400 cash back, and (if you sign up for a double play or triple play) up to an additional \$50.00 Gift Card
- **Realty Solutions Discount Portal** - providing special promotions from local businesses and national retailers like Best Buy, Lowes and more! Click below to learn more...
  - <https://RealtySolutions.BenefitHub.com>

These free services are designed to save you time and money. In the coming days you will be receiving a call from one of our **Personal Move Concierge** team members who will assist in getting services set up at your new home. Or, you can call, 1-877-693-4677 x650 to learn more about these opportunities.

***Thanks again, and we’ll be talking with you soon.***