

## Move-In Instructions

We're looking forward to having you as tenants!

- Official move-in starts the morning of **Sunday, August 5<sup>th</sup>, 2018** at 9am.  
\*Send Ben a text message (513-300-4629) at least half an hour prior to arriving at your house or apartment to meet for keys.
- Prior to receiving the keys, please have your full security deposit paid by either check or cash to Al. Your first month's rent (August) should also be paid through Innago.com or by handing us a check with the property address in the memo section.
- At this point Innago has sent links to everyone's emails that were provided to us at lease signing. Please follow the instructions for signing up and submitting rent payments. The electronic check option is free of charge to tenants. The credit card/debit card option charges a small percentage fee. They also offer automatic monthly payments.
- Please make sure to call Duke energy ASAP (1-800-544-6900) to make sure the electricity is not shut off to the house or apartment on July 31<sup>st</sup> (transfer service as of this date). If moving into a house, call Greater Cincinnati Water Works (513-591-7700). These steps ensure that you will receive a clean house or apartment without interruption of utility service.
- Please inspect the house upon receiving the keys. Send Ben a text message (513-300-4629) or provide us a written paper with observed damage or repairs that still need to be addressed. Please allow us reasonable time to make these repairs.
- Please send us a text message (513-300-4629) that you've received the house or apartment in clean condition. If the house or apartment is not properly clean, please make us aware to this fact so we can quickly remedy it.

Thank you!,

Al and Ben Tepperberg  
Clifton Housing