



EMERALD PROPERTIES AND MANAGEMENT LLC

**3215 COACHLITE AVE.
PORTAGE, MI 49024
(269) 317-2061 OR (269) 317-2057
www.emeraldpropertiesllc.net
EMAIL emeraldpropertiesllc@yahoo.com**

Dear Tenant/summer contact,

We hope this finds you enjoying your summer! The time is quickly approaching to move in to your new place! We hope this will help you in preparing to move in.

1. Please send one check for rent before August 9, 2009. Keys will not be made available until rent is received and your file is complete (see item #5). We recommend sending your check even before this date, post-dated for the 8th if you wish; to be sure there is no delay due to weekend, slow mail, etc. Be sure to send your check on time even if you do not move in until a later date.

Also be sure that we do not receive multiple checks, if you have roommates. These would be returned to you and we would wait for a single check. There is a risk then of rent arriving after the 9th of the month, and a \$20 per day late fee will be assessed. For the rest of the year, rent must be received by the 1st of each month to avoid the late fee.

Please make all checks to Emerald Properties and Management LLC. Your rent payment due on or before 8/9/09 is \$_____.

2. Please set up all utilities, those that apply to your rental lease, in tenant's name as of August 9th. We will not give out keys if utilities accounts are not set up properly.

City Water (Dept. of Public Utilities).....337-8149

Consumer Energy Gas and Power Company.....1-800- 477-5050

BFI Waste Systems.....1-800-221-7191

3. Be sure to call all utility companies (water, electric/gas, garbage) and have the service transferred into the your name as of August 9, 2009 **BEFORE** you move in. You must pay for service beginning August 9 whether you actually move in on this day or not. If this is not done by the tenants beginning August 9th, we will do it for you and an administrative fee of \$50 will be charged to you.
4. When we receive your rent check and your file is complete (see item #5), keys will become available to you on move-in day, **beginning at 8 am**. Please contact us at the number above to have your keys available. We must meet with you for a brief ten minutes or so, sometime during your first day moving in, to walk through the property with you. Please call prior to that

day to arrange a time you'll be there. If you are moving in after this date, please arrange a time in which we can meet you at the property.

5. To complete each file:

- The security deposit must be paid in full.
- Each tenant must provide us with the following forms before moving in: a guarantee form from a parent/guardian that is notarized, an application and a copy of a driver's license.

If any of these forms are missing, or the deposit is not full, the keys will not be available on move in day.

ATTACHED IS A CHECKLIST FOR YOUR LEASE FILE. IF ANYTHING IS MISSING, MAKE SURE YOU TAKE CARE OF IT ASAP

6. **A few things to remember when you are moving in: If you have garbage to dispose of right away, be sure that you don't overflow your garbage container onto the ground, as the city charges a fine for excess garbage left in front of a house. This charge can be costly, even for just one bag, and it is the responsibility of the tenants. Be sure you have contacted your garbage removal provider and have a garbage pickup day, before you leave your garbage at the curb.

Also, do not put any furniture, other than outdoor furniture, on your porch. This includes sofas, kitchen chairs, etc. The city also assesses a large fine for any furniture other than outdoor furniture in these areas.

7. Break-ins can and do happen even in the nicest areas of Kalamazoo. We consider our properties and the neighborhoods in which they are located to be safe. However, we strongly advise you to take necessary safety precautions to ensure you are not at risk for a break-in. **Always, lock all windows and doors** when you are away, no matter how short the time period. Be sure the storm windows are closed as well. Do not leave valuables in plain view; perhaps close your blinds as well when you leave. All of the window locks and locks on the doors are up to rental code, so we ask that you do your part. Please take any measures necessary to prevent your property from being a place to break into. In other words, be smart!
8. Please email us before move in with the following information: each tenant's name, phone number and email address, and confirm the individual who will be the contact person for the remainder of the lease.

Please share this letter with your roommates and/or refer them to our website at www.emeraldpropertiesllc.net to download the form for themselves. Keep it available for our address and utility numbers in case you have questions about the move-in process.

Thank you for your cooperation! If you have any questions about moving in, please let us know. We are looking forward to a great year!

Sincerely,
EPM