



Move In Checklist

Key Pick Up

- Once your move-in date is decided (no more than 10 days after you place a deposit), you'll need to coordinate receiving your Smart Lock code or arrange for key pick up from our office. In order to release the code or keys to you, your security deposit and first month's rent will need to be paid. You will also need to submit a copy of your renter's insurance to your property manager. The renters insurance policy must include at least \$100k in liability coverage and list Incline Property Management as an additional insured party.

Brivo Smart Home

- Most properties have a Brivo Smart Home system installed with connection to the smart lock. Additional smart home features such as smart thermostats, motion sensors, flood detection, doorbell cameras etc may also be in the property. These are all accessible via the Brivo Smart Home app. Please refer to the **Brivo Smart Home App Instructions Form** to set it up.

Utilities

- Unless otherwise specified, you are required to have all utilities for the property turned on in your name within 48 hours of taking possession of the property. This includes power, water, gas (if applicable), and trash (if applicable).

Move-In Inspection

- Along with this packet, you will receive a move-in inspection email to complete through the RentCheck App. This is for you to note any cosmetic defects in the home so that you have documentation of the condition of the property as you received it. This form will be referenced upon move out and assist with determining any potential security deposit withholdings. Please fill out the inspection and submit to info@inclinepm.com within 7 days of move-in.

Rent Payments

- We recommend paying rent online through your Resident portal at www.inclinepm.com. When paying online, you have the option to pay via ACH or by card. If you choose to pay by card, please be aware there are merchant fees (determined by the card company). You may also pay via check, money order, or cashier's check and mail it to our office or drop off in person. For your protection, we do NOT accept cash payments.
- Rent is due on the 1st of every month with a five day grace period. Rent is considered late after 5pm on the 5th day of the month, **regardless of holidays or weekends**. A late fee of 10% of the rental amount (unless otherwise stated in your lease agreement) will be assessed along with a \$15.00 daily late fee until paid. All late payments must be paid in the form of certified funds.

Maintenance

- All maintenance requests must be submitted through the Resident portal unless it is considered an emergency. In case of emergency, call 801-850-5673 ext 9. For non-emergency requests, we recommend submitting your maintenance request through your Resident portal at www.inclinepm.com. Please review the provided **Maintenance Policy** for in-depth detail on our maintenance policy and procedure.

Lease Expiration

- We will contact you 6-8 weeks prior to your lease expiration to determine your intentions. Your lease will default to a month to month term with a \$200.00 monthly fee upon expiration. If you decide not to renew your lease, you are required to submit a written notice of intent to vacate thirty days before your intended move-out date. You cannot end the lease mid-month without prior written approval.

Keep In Mind

General Maintenance - General maintenance of the unit is your responsibility. General maintenance includes replacement of light bulbs, smoke detector batteries, etc. If you submit a maintenance request for repairs due to Resident damage, misuse, or negligence, the Resident(s) will be billed for any repairs. Examples include clogged toilets, garbage disposals, broken windows, etc.

AC/Furnace Filters: Residents are to change AC/Furnace filters every 30 days. Be sure that the filter is the appropriate size for your system. If filters are not changed regularly, they can cause damage or premature malfunction. Residents will be responsible for any repairs related to damage caused by improper filter maintenance.

Other Filters: Residents are responsible to replace any fridge/reverse osmosis/water softener system, or any other filters required in the house as required. If your equipment does not state how often or what type of filter you need, please check online or reach out to the office. Water softeners are also required to be maintained with salt.

Quarterly Inspections - Property inspections are required to be completed through the RentCheck app on a quarterly basis. Failure to complete the inspection will result in a \$100 inspection fee to have an office member complete the inspection. Inspections are reviewed by the office and may receive requests for additional information or clarification. Inspections are not a replacement for a maintenance request or reporting damage.

HOA/CC&Rs: If applicable to the home you're renting, you are obligated to educate yourself and abide by the HOA rules and regulations. If you receive an emailed or physically mailed HOA violation, you are to adhere to the terms and requirements on the violation within the allotted amount of time. If there are any associated fines, they will be added to your online account and are due immediately. If you need a copy of the rules and regulations or want to dispute/appeal a violation, please contact your property manager. CC&R's and Rules and Regulations can also be found in your Resident portal, however Incline Property Management is not always informed of HOA changes. HOA rules and regulations may be amended, changed, or enforced at any time and you may or may not be notified in advance.

Mailbox Keys: Due to federal regulations, we do not manage mailboxes. If the previous Resident did not leave a key to the mailbox, you will need to take a copy of your lease agreement, valid ID, and a utility bill to the local post office to obtain the location and keys to your mailbox. If the mailbox is not USPS managed, please contact your property manager for information.

Re-Key/Lock Change: We do not rekey the locks upon move-in unless required for access. If you would like the locks to be re-keyed at your expense, you may submit a request through your Resident portal or to your property manager. **The Brivo Smart Home system and smart lock are not to be tampered with or removed.** If you change the locks at any time, you are required to provide a key and/or code to the property manager for emergency access. Failure to do so could result in a chargeback for locksmith services.

Security Systems: We do not provide or manage security systems at the property. You may choose to install a security system at your own cost. Prior written approval is required if you intend to mount or run wires through the walls. The home must be returned in its original condition upon move out (all holes should be patched and painted). If the system is monitored, you must note Incline Property Management as an authorized party and/or provide the property manager with the access code in case of emergency. If there is existing security system equipment in the home, you may contact the provider for service at your expense.

Landscaping: Landscaping is the responsibility of the Resident (unless maintained by the HOA). The lawn needs to be kept regularly trimmed, watered appropriately and free of weeds and debris. All trees, bushes, and shrubs should be adequately trimmed in a timely manner. If there are any significant issues such as a sprinkler malfunction or dying grass, please report as a maintenance ticket. Please refer to the **Landscaping and Outdoor Maintenance Addendum** for additional information.

Leaks: If you find a leak, shut off the water to the affected area immediately to prevent further damage and report to the property manager. Please refer to the **Maintenance Policy Addendum** for more details.

Pest Control: Residents are responsible for pest control. Keep in mind if you have a monthly service, you are much less likely to see pests. If you need a vendor recommendation, please contact the office.

Animals: Animals are approved on a case by case basis. You are NOT allowed to bring an unauthorized animal on the property for any period of time. All animals are to be approved by the property manager and an animal addendum must be signed. Please refer to the **Animal Addendum** for more information.