

# CROSSVIEW

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## PROPERTY MANAGEMENT

Once your application has been successfully approved coordinate your scheduled move in date with your designated property manager. We would like to provide you with detailed instructions for the next steps in the process.

### Step 1:

To secure the rental, it is required you make payment for the **Security Deposit** within the next **24 hours of your approval**.

Please deliver the payment to our office. There will be a lease preparation fee due as well, in the amount of **\$100.00**. **Failure to remit the required fees within the designated timeframe will result in the consideration of other applicants.**

### Step 2:

You will then receive the lease agreement electronically for your review and signature.

### Step 3:

Arrange for the setup of utilities under your name, starting on the same day as your lease commencement date. Once you receive confirmation, please forward it to [tara@crossviewpm.com](mailto:tara@crossviewpm.com). Please note that your lease stipulates that utilities must remain in your name until the day following the lease termination.

### Step 4:

Secure Renters Insurance (You can get this through your portal.) - ALL tenants living in the home 18 and older must be listed on the policy. Whomever is not listed on the policy will automatically be enrolled in a separate insurance policy. CrossView Property Management must be listed as an additional interested party on your policy.

### Step 5:

**Payment for the first full month's rent is due prior to your lease start date.** If you prefer to pay online, please ensure that your payment is submitted no later than 5 business days before the lease start date. Otherwise, payment must be made using certified funds, such as a cashier's check or money order, payable to CrossView Property Management, and delivered to our office.

**Step 6:**

Be sure to coordinate with the property manager for your move in inspection. Once all necessary steps have been completed, you will receive the keys to the property, and you can proceed with your move-in.

Should you have any additional inquiries or comments, please do not hesitate to contact your assigned property manager, who will serve as your main point of contact moving forward.

We are delighted to welcome you as a new tenant and look forward to a positive and mutually beneficial tenancy!

Sincerely,

CrossView Property Management