

Upon Move In

1. If you have not done so already, Initiate utility services:
Gas - Atmos 888-286-6700
Electric - Xcel 800-895-4999
Water - City 806-378-3030
2. Locate Furnace filter. You are required to change it per your lease agreement. If you have questions on how to do so please ask. HVAC calls as a result of a dirty filter will be charged to the tenant.
3. Tenants are responsible for and required to change batteries in smoke/CO detectors as needed. If they do not function with new batteries please submit a maintenance request immediately.
4. Locate electrical breaker box
5. Locate main water shut off (usually the only main shut off is w/ the city meter in the alley)
6. Do not change locks. They have been re-keyed prior to your move in.
7. Do not discard anything other than toilet paper in the toilet. "Flushable wipes" and feminine products will not dissolve and will cause a stoppage. These items will be considered improper objects under the terms of your lease.
8. Do not make repairs or make alterations to the property **without owner consent**. This includes but is not limited to changing fixtures such as lighting and shower heads, or touching up nail holes.
9. If mail is delivered to a block-box at the end of your street rather than a personal mail box at your house, you can request new keys from the main post office on Ross. (Provide lease for proof)
10. If maintenance has left paint or flooring material in the house, it needs to stay with that house. Please do not use or discard.
11. Complete and return the Property Inventory and Condition form within 10 days. A copy was included w/ the executed lease that was emailed to you.
12. Make all non-emergency repair request online through the Resident Center.