

Move-In Checklist

- You are required to have Renter's Insurance the day you move in!
- Remember to **turn on all utilities** in your name within the first **two business days** of moving in.
- Notify important providers or people of your **new mailing address**. Did you remember to forward your mail from your old address to your new address at the post office?
- Set up an HOA approved **garbage service**.
- Check for 2 sets of house **keys**, and if applicable, the garage door openers, storage keys, pool keys, etc.
- Locate all of the **air filters** & note the filter size.
HVAC 1: _____
HVAC 2: _____
HVAC 3: _____

HVAC companies recommend the use of the fiberglass air filters for better air through put & remember to **change the air filter every 30 days**.
- Locate the circuit breaker and GFI plugs** in case if appliances, sprinkler systems or plugs in the kitchen, bathroom, patio or garage fail to work.
- Locate the main water shutoff valve** in case of flooding and the water shutoff valves below the sinks and behind toilets in case of water leaks.
- Familiarize yourself with the proper **cleaning supplies** for your appliances, counters, & floors.
- Locate a **family doctor** & if applicable, a **vet**.
- Provide MSRI with your updated contact information (home & work number, etc.).

Phone Numbers

Utility Numbers

Water:

Augusta-Richmond County	706.821.1851
Columbia County	706.863.6928
Grovetown	706.863.4576
Hephzibah	706.592.4423

Energy:

Georgia Power	888.660.5890
Jefferson Electric	800.342.0322
Georgia Natural Gas	877.850.6200
SCANA Energy	877.467.2262

Cable:

AT&T	888.757.6500
Comcast	706.733.7712
WOW (formerly Knology)	706.364.1000

Transfer or turn on utilities in your name within two business days

Morgan Smith Realty, Inc.

114571 Cox Rd, Suite B-D
Augusta GA. 30809

Office: 706.210.2646

Fax: 706.408.6615

After Hours Emergency Extension: 500

www.morgansmithrealty.com



“Welcome to the Neighborhood!”



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Important Reminders

Portals & Update Information

Please log on to the Tenant Portal at www.morgansmithrealty.com and verify your contact information and be sure to update your contact information as soon as it changes - Or email or call the office with new information.

Payments

Rent payments are due on the 1st of each month and may be paid by check or online through the 2nd.

After the 2nd, only money orders, certified checks and cashier's checks will be accepted for rent payments.

If a payment is less than the account balance, the payment is applied to the oldest charges first. If the rents are not paid in full by 12:00am on the 6th of the month, a late fee equal to 10% of the total month's rents will be charged to the account.

Requests for Repair, Service & Maintenance

Emergency: Please call 911 immediately for all emergencies that may be life threatening or cause severe property damage and only after 911 has been notified and it is safely feasible, notify MSRI.

Urgent: If there is an urgent issue that involves potential damage to the property or tenant or others, please call the MSRI main office line at 706.210.2646 and select **extension 500** to connect to the after-hours agent or call 706.231.5683.

Standard: All non-emergency or urgent requests for repairs, maintenance, or service must be made in writing either through the Resident Portal or the written request may be mailed, mailed or faxed to the MSRI Administrative Office.

If you have requested service, MSRI will instruct the vendor to contact you to schedule the service call.

If a service is required by a landlord, (i.e. the annual termite inspection) MSRI will contact you to notify you of a particular vendor who will be calling you to schedule an appointment.

If you did not request service or MSRI has not contacted you regarding a specific vendor needing access to the property, do not allow the vendor to enter the home and notify MSRI immediately.

REMEMBER: Do not make *any* changes to the property (such as painting or changing light fixtures) without notifying MSRI to obtain the Landlord's written permission.

Maintenance

Please remember you must change your HVAC filter every thirty days.

Please notify MSRI immediately if you see any signs of water, electrical issues, pest infestations or property damage.

Renewal & Vacating Notices

Whether you are renewing or vacating, remember to notify MSR in writing per the terms of your lease. (e.g. 60 or 90 days prior to the end of the current lease term) at MSRIHOMES\ResidentsResources

INTERESTED IN BUYING A HOME?

Contact our office to take
advantage of our Buyers'
Rebate program to assist you in
locating the best home for your
housing requirements.

Move-out Checklist

- Notify MSRI in writing with your scheduled vacancy date.
- Ask for a copy of the detailed Move-Out Instructions.
- Schedule the move-out inspection for *after* the house has been vacated & the carpet & house professionally cleaned. If you ask, MSRI will provide you with vendor referrals for a competitively priced vendors, who will stand behind their work.
- Utilities must remain on until the day after the date of the final inspection to avoid the administrative fee per the lease terms.
- Notify important providers and friends of your **new mailing address**.
- Did you remember to forward your mail to your new address at the post office?
- Please do not cancel **garbage** service until all of your garbage has been picked up.
- Please arrange for any non-garbage items to be hauled from the curb or ask MSRI to arrange for the hauling at your expense
- Leave all house keys and garage door openers, storage keys, pool keys, plus fan and fireplace remote controls and pass key in a kitchen drawer.
- Provide MSRI with your updated contact information (home & work number, etc.) to mail your Security Deposit Refunds.
