



REALTYLEASE PROPERTIES

...A division of The Rainier Group, LP

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RealtyLease Properties
Rapmitco Properties
Freyman Properties
Eagle Realty, LLC
205 W Church, LLC
PK1 Enterprises, LLC
Old 3 Foot, LLC

Subject: **MOVE-IN LETTER**

Hello Tenants:

Greetings and welcome to your new apartment or house. Below is some information to help you in the move-in process:

1. Please contact PPL electric utilities to have the power put into your name as of the start date on your lease. If we receive an electric bill for services beyond your lease start date, you will be billed a service charge of \$15 per bill received.
2. When you move in, please complete the move-in-inspection on the web portal at realtyleaseproperties.com. Please note that pictures are required. If the inspection is not completed it will be closed and all items automatically marked as good. This inspection must be completed within 5 days of picking up your keys. This inspection is kept in your file and will be used in comparing our move out inspection at the end of your lease to avoid charging you for damage you did not create.
3. Please sign and return the smoke detector acknowledgement forms and CO detector acknowledgement forms to us within **5 days**. Make sure that your smoke detectors are working before signing. If you need help in reaching them please contact our office to schedule an appointment for our maintenance staff to help you.
4. If you notice anything that should be repaired or restored, especially a safety issue, please contact us. Leaky faucets, non-working light-switches, or damaged locks, etc. should all be inspected.
5. Maintenance requests can be made through the web portal or by emailing both Dana and Selina.
6. Please deposit your trash in the tote or dumpster provided.
Dumpster Locations:
128-136 N. Fairview St.: Rear of 128 N. Fairview St.
183-193 N. Fairview St.: 187 N. Fairview St.
209-217 E. Water St.: 217 E. Water St. Right of the Jacob Grafius House
7. Utilities Contact Information
PPL – 1-800-342-5775
Comcast –717-471-8364
8. E-mail contact information:
a. Dana Krieger – dana@realtyleaseproperties.com
b. Selina Sanchez – selina@realtyleaseproperties.com

Again, welcome. Our office hours are 9:00- 4:00 Mon-Fri. If you have an emergency, call the Police. If you have a heat, water, frozen pipe or are locked out of your apartment you can call our office number (570-748-7032) or if it is after normal business hours please call (570-748-7032 menu option 5).

Best,

RealtyLease Properties