

MOVE IN CHECK LIST

Utilities

It is important that you make the necessary arrangements for all utilities to be changed into your name immediately. To help with your move in, we have placed the necessary contact number on our New Occupancy Information Sheet. Go to www.appletreebay.com, under Rental Properties click on the Utilities Contact Information page.

Unit Inspection Checklist

This checklist is to assure the tenant, the landlord(s) and Appletree Bay Property Management that all aspects of the unit are in good working condition and that the previous tenants have left the premises clean. Appletree Bay Property Management requires that this Unit Inspection Checklist be returned within 48 hours of moving in, or mail it back in the self addressed envelope.

Keys

You are provided one full set of keys to your unit. Make sure that all of them work properly and there are no issues as soon as possible. We recommend that you get the necessary copies made at Dion's, located at 92 North Street in Burlington. There is a fee for keys to be replaced should you misplace or lose them.

Parking Permits

As noted in the lease agreement, a parking permit will be issued for the allocated parking space(s). This parking permit must be displayed at all times or you may be towed at your own expense. There are no warnings provided. There is a fee if you misplace or lose your parking permit.

Change of Address

Make sure that you have filled out a change of address form with the United States Postal Service (USPS). This is to ensure that you receive all mail from your previous address. You can do this online by going to www.usps.com.

Smoke/Carbon Detector Information

Your safety is our main concern. Please make certain that your smoke/carbon detectors are functioning at all times. Do not for any reason tamper with the smoke/carbon detectors. City and/or the state fire marshal office will issue fines to the occupants of any unit who that has tampered with their detectors.

Renters Insurance

Per your lease agreement, you are required to have renters insurance. Once you have obtained your renters insurance, please remit your insurance carrier, agent name and policy number for our records.

Trash and Recycling

Always use the trash and recycling containers provided. Please never leave your trash and recycling in hallways, on porches or on the green space surrounding your unit at any time.

Code Enforcement

Per your lease agreement, you are subject to your local city or town's code enforcement regulations. As a reference, we suggest you review the City of Burlington Code Enforcement's website at www.burlingtonvt.gov/CodeEnforcement and review the list of regulations provided.