

## Move-In Procedures Form

The following guidelines must be observed and/or completed before you may move-in to:

Address: \_\_\_\_\_  
\_\_\_\_\_

Please observe the following:

- **Office Closed On Weekends!** You may only pick up you keys between the hours of 8:00am and 5:30pm, Monday thru Friday. NO EXCEPTIONS.
- No cash is accepted at move-in or for rent payments.
- All parental guaranties must be signed and returned prior to move-in.
- It is the tenant's responsibility to confirm possible gas connection through the gas company. Atmos Energy: 800-460-3030
- The tenant must return the Inventory & Condition Form no later than 2 days from move-in.
- After move-in please put all maintenance requests in writing at our office. You may call 979-764-2500 for emergency maintenance.

You must have the following before move-in:

\_\_\_\_\_ Connection of utilities  
Bryan Utilities: 979-821-5700  
College Station Utilities: 979-764-3535  
\_\_\_\_\_ Pet Deposit \$ \_\_\_\_\_ (payable to Century 21)  
\_\_\_\_\_ Pro-rated move-in \$ \_\_\_\_\_ (payable to BVPM)  
\_\_\_\_\_ Signed Lease Contract Guaranty

**IT IS THE TENANT'S RESPONSIBILITY TO CONFIRM POSSIBLE GAS CONNECTION THROUGH THE GAS COMPANY!**

**Atmos Energy 800-460-3030**