



Hello Tenants!

Thank you for choosing to rent with Athens Real Estate Group! We are very excited for this upcoming year! We understand that each person's situation is unique and in an effort to make your move in as easy as possible we have detailed the steps you must take to complete the move in process. If you have any questions, please call our office!

PLEASE REFER TO YOUR LEASE AGREEMENT FOR YOUR LEASE START DATE.

First month's rent and all pet fees MUST BE PAID IN FULL before you can schedule your move in inspection!
This is per property, each tenant must have first month's rent and pet fees paid before *anyone* can move in!

The lease start date is the first day you will have access to the property, as long as 1st month's rent and all pet fees have been paid in full. We cannot allow you to store any items at the property prior to the lease start date. The only option for a guaranteed early move in would be to accept the property in 'as is' condition. Accepting a property in 'as is' condition means we will not clean the house or carpets and will not paint. This will not forgo any cleaning or painting expectations at the end of your lease (i.e. you will still be responsible for cleaning when you move out!)

THERE WILL BE NO EXCEPTIONS! ☺

FIRST MONTH'S RENT: First month's rent is due at least 30 days prior to your lease start date - you can make your first month's rent payment as early as today! The payment must clear in our system to constitute a payment. Once a payment is made, it takes at least 3-5 business days to clear the account. Please refer to your EFT Payment Exhibit on your lease agreement. I have also attached the EFT exhibit to this e-mail for your convenience! You can also bring a money order to our office.

PET FEES: Pet fees were posted to your ledger at the completion of your lease. Please refer to your lease and/or account ledger for amounts due for your furry friends. Pet fees are half refundable and thus must be paid by two separate payments. **All refundable pet deposits must be paid to our office by check or money order only!** NO CASH! The non-refundable pet fee can be paid online. Any refundable pet deposit paid online will be applied to pre-paid rent and you will be required to bring a check or money order to the office to pay any pet deposit balance prior to scheduling a move in inspection!

If you are unsure of the status of your payments, please refer to your ledger or call our office at **706-549-7417**.

Online Payments: Help us go green by paying online!

- When we created your lease in our system, you were sent an e-mail with a temporary login password. Please search your e-mail for: "**Athens Real Estate Group**" and use that e-mail to access your online account. If you are having trouble finding it, please call our office to reset it.
- When you login to pay, it will show the full balance. Please click 'Make Payment' and enter your portion of the rent. We are unable to manually reverse payments after a few hours of the payment being made. To double check the rent amount, please call our office. Note: You **MUST** select 'One time payment' for the frequency of your first payment. After your first payment you can select monthly payments to be scheduled.

Scheduling Move-In Inspection: Please call our office 706-549-7417 at least ONE WEEK prior to your lease start date to schedule a move in inspection. Time slots are limited so please make sure to schedule your inspection early to guarantee your desired date and time! **YOU WILL NOT BE ABLE TO SCHEDULE A MOVE IN INSPECTION IF 1st MONTH'S RENT AND PET FEES HAVE NOT BEEN PAID IN FULL AND HAVE NOT CLEARED OUR ONLINE ACCOUNT.**

Move-In Inspection: We will meet you at the property with an inspection form for you to fill out and keys to the property. Keep in mind, AT LEAST 1 tenant must be present at the move in inspection. It is highly recommended that ALL tenants be present for the move in inspection. We will only conduct **ONE** inspection, and whoever is present will be responsible for witnessing the present condition of the property. We will **NOT** come back to the property for a second inspection if any tenants are not present.

YOU WILL RECEIVE ALL KEYS TO THE PROPERTY AT THE MOVE IN INSPECTION!

Utilities:

Power and water must be set up in the tenant's name and on as of the first day of your lease. These utilities are required, per your lease agreement, to remain on throughout the whole term of your lease plus 7 days after for cleaning and painting.

Below is a list of contact information for utilities:

Utility	Company	Phone Number	Notes
Electric	Georgia Power	1-888-660-5890	Most of Athens
Electric	Walton EMC	770-267-2505	West Athens/Oconee
Water and Trash	Athens Clarke WBO	706-613-3500	Go to office in person w/ copy of lease
Trash	AAA Sanitation	706-543-7788	Outside city limits
Trash	Republic Services	678-963-2800	Outside city limits
Water	Community Water	706-354-0504	Condos or multi-unit buildings
Cable/Internet	Charter	1-888-941-2154	All of Athens
Cable/Internet	AT&T	1-800-331-0500	Some of Athens
Gas	GA Natural Gas	770-850-6200	Your choice
Gas	Gas South	877-472-4932	Your choice
Gas	Scana Energy	877-467-2262	Your choice

Gas Utility: If your property requires gas service, you can choose which company you would like! We have listed contact information to some of the gas companies. Some properties have a gas water heater and/or gas heating system. If you have a gas water heater, you will need to set up gas immediately in order to have hot water!

- Some of our properties that will require gas are: 1905 S. Milledge Ave (Jamestown Condos), 1055 Baxter St, Highland Park, 2175/2185 S. Milledge, 2975/2985 Riverbend Rd. This is not a complete list, so if you have questions give us a call!

Water Utility: Athens-Clarke County Water Business Office requires you to set up water in person or by mail – you cannot set up by phone. You must have a copy of your lease (paper or digital). Your lease is uploaded to your online tenant account for your convenience. Most of you will also set up your trash at the same time of setting up your water.

- If Athens-Clarke County Water Business Office does not see your address, check with Community Water!

Satellite Dishes: If you are going to have television service from any company other than Charter, please remember that dishes **CANNOT** be mounted on any house or property, or you will be charged a fine. Dishes must be mounted on a pole, **NOT** on any property structure. Dishes are subject to neighborhood guidelines.

Current tenants moving to a different property with us: Arrangements will be made for you to smoothly move from one property to the other. You must have your current house that you are moving out of in the best possible condition in order for us to accommodate your move to your new property! House must be cleaned thoroughly and all minor repairs must be completed!! (i.e. Replace all lightbulbs that are out, smoke detector batteries that are dead, blinds that are broken, etc.)!!

If you have any other questions regarding the move in process, please do not hesitate to call our office. We are looking forward to having you as our tenants during this year! Let us know if there is anything we can do to help you during this time.

Online EFT Payments Exhibit

Logging into Tenant Account for First Time Users:

Once your lease is entered into our system, it will send each tenant an e-mail with a temporary password to login to the tenant account.

Please search your e-mail for: "**Athens Real Estate Group**" and use that e-mail to access your online account. If you are having trouble finding it, please call our office to reset it.

When you login to pay, it will show the full balance for the house. Please click 'Make Payment' and enter your portion of the rent.

Please Note: You **MUST** select 'One-time payment' for the frequency of your first payment. After your first payment you can select monthly payments to be scheduled; if selected, be sure to shut off automatic payments during the last month of the lease.

Logging into Tenant Account for Returning Users:

Go to www.AthensRealEstateGroup.com and click 'Resident Login' and enter e-mail address and password. If you forget your password, please call the office and request a password reset.

Once tenant has successfully logged in to the tenant account, it will show the full ledger balance for the entire house.

To make a payment, click the green 'Make Payment' button.

1. Enter the amount of the payment you are making.
2. Choose the date for the payment to post to the ledger and be processed.
3. Choose the frequency of payments (ie: choose the 'Monthly' option for automatic deductions. The 'Monthly' option cannot be used for the first month's rent!)
4. Enter the name associated with the checking account being used to make the payment.
 - i. Enter the name exactly how it appears on the checking account being used to make the payment.
 - ii. Enter the middle name or middle initial in the first name field if applicable.
5. Choose the correct account type.
6. Enter the 9-digit routing number.
7. Enter the bank account number for the account type selected in #5. Do not enter a debit or credit card number.

To save banking information for future payments, select the 'Save my Banking Info for next time' checkbox.

Review all of the information to ensure accuracy of the payment and then submit the payment.

1 Payment info 2 Review payment 3 Receipt

Make a payment

Pay with
eCheck

Pay this amount On this date Frequency
\$0.00 7/1/2016 One time payment

Account owner name
First name Last name

Account type
Checking Savings

Routing number Account number
9 digits number Account number Hide

Routing number Account number
0123456789 01111736310342
(location may vary a bit) (location may vary a bit)

Save my Banking info for next time

Review Cancel

Landlord Signature/ Date

Tenant Signature/ Date

Tenant Signature/ Date

Tenant Signature/ Date

Tenant Signature/ Date

Tenant Signature/ Date



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Solutions for Tenants In Between Leases

Have a couple days before you move into your new property? Don't worry, we have some possible solutions for you to make this process easier. If friends or family do not have storage to house your things during this time between properties, we have some options in the Athens area that can help. Below are some local companies that offer pods, boxes, or storage units at monthly rates that should make your search for storage a little easier! Included are the approximate prices during this period. Some of these facilities take reservations, and some do not. This will depend on their filling capacity at the time you need to store your belongings.

UHAUL U-Box Containers- (706) 548-8080

- These boxes can be towed by car, trucks, or SUVs. Each box fits about 1-1.5 bedrooms worth of furniture and includes furniture pads
- 1 Box at \$55 for 30 day use
- 2 Box at \$110 for 30 day use

Chase Street Self Storage- (706) 956-0272

- 5 x 8 unit at \$75/month
- 5x 10 unit at \$85/month

Bulldog Rental & Storage (706) 543-1899

- 5 x 10 unit at \$45/month
- 10 x 10 unit at \$60/month
- 10 x 15 unit at \$70/month

Elbow Room Self Storage (706) 369-9777

- 5 x 10 unit at \$59/month
- 10 x 10 unit at \$79/month
- 10 x 15 unit at \$115/month

Mini U Storage (706) 369-6866

- 5 x 10 unit at \$60/month
- 10 x 10 unit at \$75/month

Store Pro Self Storage (706) 526-4527

- 5 x 10 at \$70/month
- 10 x 10 at \$100/month