

Dear new tenant(s):

Congratulations on being approved for your new place by Kansas City Property Solutions! We are excited to welcome you to one of our properties and look forward to building a lasting relationship with you. A few important things to go over, and what to expect next below!

**If you have any questions or concerns while leasing please contact the office at 816-285-6531 or email [leasing@kansascitypropertyolutions.com](mailto:leasing@kansascitypropertyolutions.com)**

**Pay your deposit:** All deposits, including any pet deposits, must be paid in full prior to move-in (the main deposit is due prior to scheduling your move in date). You can pay online or meet the leasing agent to pay these.

**Schedule a move-in date:** Your leasing agent will contact you (or contact her) to get this date scheduled right away. Our hours are 9am-5pm M-F, if you need special accommodations please mention this. This date can be NO sooner than 5 business days, from the date your deposit is paid in full to hold the property. Your deposit can be paid any time after your application is approved. (see below) We cannot hold a property for more than 30 days even with a fully paid deposit, so if you are unable to move in with-in this 30 day period your deposit will be forfeited.

**Call utility companies:** Water, Gas & Electric are the normal ones you need to contact. All utilities must be scheduled for turn on prior to move in. The confirmation numbers for all must be provided to your leasing agent. Delays in providing these or providing incorrect information will delay your move-in!

**Move-in Day:** The leasing agent will meet you at your new property on the previously scheduled move-in day. Your lease is signed ON this day unless previously agreed upon (please advise if the utility company is requiring a copy of it before they will turn on utilities for you, and arrangements can be made)

**Bring your rent:** All pro-rated rent (if applicable) or first months rent must be paid prior to move-in.

**Fill out your walk-through list:** This list is to protect your deposit, and is just for our records. The property should be ready at signing, please be advised, you are renting it as you see it now.

**Sign your lease:** Anyone over the age of 18 must be on the lease (and have previously been approved by our screening) and must sign the lease on or before move-in day.

**After move-in:** Please note if you move in on a Fri, we are not in the office until Mon, so please leave a message and we will get back to you. Otherwise just call, leave a message for the appropriate party, and please be kind and patient and we will be too!:)

**Important info:** Rent is made payable to Kansas City Property Solutions and can be paid online (your user name and password should have been emailed to you) or mailed to:

PO Box 25364 Kansas City Missouri 64119

Rent is due on the first day of each month and considered late by the 5th day of the month. If there is a problem with paying by the 5th please email or call immediately.

**MAINTENANCE:** All routine maintenance requests and issues can also be placed online on your account, (you will receive username and password upon move-in by email) or can also be called into Kansas City Property Solutions at 816-509-7436 or email to [maintenance@kansascitypropertyolutions.com](mailto:maintenance@kansascitypropertyolutions.com).

**FOR INFO ON YOUR AREA, UTILITY NUMBERS, TRASH SERVICE, SCHOOLS, Etc.** Please visit the city website. For example in Kansas City, please visit : <http://kcmo.gov/>

Kansas City Property Solutions, LLC