



Property Management Division



The Athens Real Estate Company, Ltd.
540 West Union Street, Suite A
Athens, Ohio 45701

Tenant Move-In Sheet

Address: _____

Lease Period: _____ to _____

Welcome to your new rental! We are excited to have you as a renter and hope you have a great year! The following are important documents that you may find useful during your move-in and throughout your residency. Please feel free to contact me with any questions.

Lydia@myathenshouse.com

Utilities:

Utilities must be put in your name on or before your lease start date and remain on the entire lease term. Please attach proof (confirmation) that all required utilities have been set up. If living in city limits, water will remain in the owner's name, but you must call the City of Athens Utilities Billing and request a bill be sent to your residence and you must pay the water company directly.

Move-in Condition:

Please be specific regarding any damages, defects, or items not working at time of move in

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

By signing tenant(s) acknowledges that all safety devices (smoke alarms, CO detectors, fire extinguishers) are in working order and intact. All light bulbs/light fixtures are in working order and intact. All appliances are in working order and intact. The property is free and clear of any and all bugs and or pests. I have read and agree to the terms of all documents regarding move-in and Rules/Regulations.

Tenant(s) Signature _____

Date _____

Please return this form along with your utility confirmation and Landlord/Occupant Declaration of Compliance and Disclosure within five days of your lease start date. Thank you.