

Tips for Moving In

Please call the office to set up a check-in time.

When you come to your check-in appointment please make sure that you have paid your full security deposit amount and rent for that current month. If you have not we will not be able to let you move in.

At your check-in appointment you will be given a unit check-in form. Before moving anything into your unit do a walk through to record any damage on your check-in form. The check-in form needs to be returned to our office no later than 3 days after you pick up your unit keys.

At your check-in you will also be given a Tenant Information Sheet for each person on your lease. These sheets need to be filled out completely and turned into our office as soon as possible.

When moving into your unit if you find that something is not working, please call our office to put in a work order request, our maintenance staff will be there as soon as possible. Please be patient with us during this busy time, maintenance requests will be handled on a priority basis and then in the order they were received.

Utilities: As of the first day of your lease all utilities need to be in your name, please print a copy of the Utility List or stop in the office to pick one up. If the utilities are not in your name by the first day of your lease you may be charged a connection fee by SouthGate Property Management as well as the amount of those utilities.

As a reminder rent is due on the first of every month in one check, cash, or money order payment. Each day that rent is late there is a \$10 late fee with a maximum of \$40.

We hope that you will enjoy your stay with SouthGate Property Management. Please feel free to give us a call or stop in if we may be further assistance or to answer any questions you may have.