Kalpresh Properties LLC
Find your dream home !

FINAL FORMALITIES KALPRESH PROPERTIES UNITS

Welcome to your new rental home with Kalpresh Properties. Here are some final formalities.

• **Move In:** All Utilities (excepting water wherever applicable) must be transferred in your name as of the date you get the possession of your house. Effective date of the transfer is the date from (a) when you get the keys to house or (b) your lease start date or (c) your actual move in date whichever is earlier.

Let's say your lease starts on 1st Nov but you get the keys to the house on 26th Oct at 8.00 PM after all dues are paid for and after lease is signed but you actually move in on 28th Oct 10.00 AM, the services must be transferred in your name as of 26th Oct at 8.00 PM.
In another example, let's say your lease starts 1st Nov but you actually don't move in until 6th Nov despite getting the keys to the place on 1st Nov. Your effective date of service utilities transfer is 1st Nov and not Nov 6th.

• **Move Out:** All Utilities (excepting water wherever applicable) must be transferred out from your name as of the date you lease expires. Effective date of the transfer is the date from (a) when you give back the keys to house or (b) your lease end date or (c) your actual move out date whichever is later.

Let's say you vacate the unit and move out on Oct 27th but your lease is expiring on Oct 30th of that month then the effective date of service closure is Oct 30th.

•**Electricity:** For electricity (also water if applicable in your case), you will need to contact your Utility company to open your account. Once you receive confirmation, remember to forward that account set up email to our email. You must present a proof of bill transfer in your name in order to get the Keys to the house. Example - Those living in Shakopee should contact **SPUC** Shakopee Public Utilities at 952-445-1988**.** You could also write an email to them at customerservice@shakopeeutilities.com to set up your account.

• **CenterPoint:** Please call Center Point Energy (24 hrs) on 612-333-6466 or Xcel Energy as applicable to register gas service in your name. You could also write an email to them at custserv@centerpointenergy.com to set up your account. Once you receive confirmation, remember to forward that account set up email to our email kalpreshproperties@gmail.com.

• **Total Repair Plan or Home Warranty Plan:** Also, buy the Home Service Repair Plus Plan to service your appliances with them if you choose. You were under $50 promo on rent meaning from your total rent, $50 is being routed back to you to be able to run this plan. Remember that your rentals have been adjusted to allow you to afford this Service Plan. Read all the Appliances Manuals. You must present a proof of bill transfer in your name in order to get the Keys to the house.

2853 Wyndam Court Shakopee MN 55379 Phone 952 209 3803

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• Fill out the Resident Emergency Form with your **Association** to register your tenancy and to find out your 'Trash Disposal Day'. In most cases, Kalpresh Properties will add this document to your Lease Agreement itself.

• Contact your City's **Trash Company providing Trash removal Services** . Ask for trash cans if there are no trash cans in your unit. Also, call Trash Services to make special disposal arrangements of furniture, large-items, chemicals, paints, hazardous substances. Costs for such a special arrangement service are to be borne by the Tenant and aren't included in the rentals.

• Ensure before 1st day of every month you have sufficient funds for ACH transaction. Prepare 4 business days in advance. Write immediately to kalpreshproperties@gmail.com if you anticipate any financial issues. While we can't waive the ACH failure fees, doing this will avoid any unnecessary 'Rent Unpaid' notices.

• Any late payments or late fees or penalties or Sec 8 rent or any miscellaneous transaction fees to be deposited directly into **Kalpresh Properties LLC US Bank A/C # 104782159545**. US Bank Shakopee MN Office Branch 8325 Crossings Blvd Shakopee, MN 55379 952-403-7300 . **Remember to save this A/C number on your cell in cases where you are traveling. Check how to correctly deposit using Correct Deposit Slip with Unit Number & Address.**

• Read through the **Association Handbook** to ensure you understand all the by-laws. You may want to read about **Pet policy** in case if you have pets.

• Please send us the **Renter's Insurance** copy prior to your unit's possession. All adults living in the house should be included in the policy. Kalpresh Properties LLC should be included as an additional interested party in the final Rental Insurance Certificate. Insurance companies should be able to pull out all the information using your property address on square footage and other elements. Please have your agent include the following language

*"**Kalpresh Properties LLC** and **Kalpresh Properties LLC** ' Managers are additional insureds on the Renter's Insurance policy. The above referenced Renter's insurance policy is primary and not excess over or contributory with any insurance carried by **Kalpresh Properties LLC** and **Kalpresh Properties LLC** ' Managers. A waiver of subrogation applies in favor of **Kalpresh Properties LLC** and **Kalpresh Properties LLC** ' Managers on the above referenced Renter's insurance ".* You must present a proof of bill transfer in your name in order to get the Keys to the house.

• Kalpresh Properties would recommend Nick Atkinson Agency Inc. if you wish to avail yourself of the already negotiated rates. Just let them know you're a new tenant with Kalpresh Properties. American Family Insurance 14180 Commerce Ave NE Prior Lake MN 55372 natkinso@amfam.com | 952.226.6999 | Fax: 952.226.6544

• Please complete the **Inspection Sheet** at the time of your possession. Write details about the condition of the house as you moved in. Find out if there is any permanent damage. See if there is any need for repairs, fixes or if anything is not working. Filling out a 'move in' condition will help you and protect you for any Security Deposit damage claims when you move out. Kalpresh Properties Inspection Team does a good job of

Final Formalities

detailing existing conditions. Your Inspection Sheet is used at the time of move out and any damages mentioned aren't adjusted for from your account. Fill out your Inspection Report to indicate "AS-IS" status of your unit at the time of possession. Kalpresh Properties will go with its internal Inspection Sheet if Tenant Inspection Sheet is not submitted within the requested time frame of three(3) days from possession. Read **Instructions for Inspection Sheet on how to fill it out.**

• Remember to make duplicates of your main as well as mail box keys. Reset your **garage door access code** such that it is one digit lesser than your unit numbers. If your unit is 1984 then your keyless garage code should be set as 0873 (1-1=0, 9-1-8,8-1=7,4-1=3). Inform kalpreshproperties@gmail.com about your new garage code.

• Contact **USPS** in your City**.** And register yourself. Also, validate your mailbox number. Those living in Shakopee should visit 135 Sommerville St S Shakopee, MN or call (952) 403-0215

• Send us an Information Release Form with your Utilities companies within 3 days from possession to allow us accessing youraccount information in the event of unpaid bills, emergencies, etc.

• Email Kalpresh Properties your **emergency contact name**, address, email and cell phone numbers.

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