



Hello and Welcome!

Below are your **REQUIRED** move-in steps. Please review them carefully and let us know if you have questions.

Complete all "Before Move-In" tasks at least **3 business days before** your lease starts.

If your steps are complete, we'll send instructions **at 10am on your lease start date** for how to pick up your keys at the property.

Instructions won't be sent earlier, so please plan accordingly- especially if you're scheduling movers.

" BEFORE MOVE-IN" CHECKLIST

- ☐ **Sign the Execution Agreement & Pay Holding Deposit**
 - Sign the **Agreement to Execute Rental Agreement** within **72 hours** of approval (sent via Tenant Tech).
 - If not signed in time, the apartment will go back on the market.
 - After signing, you'll get an email with your **tenant portal link**.
 - Activate your portal to pay the **\$300 holding deposit** before we prepare your lease.
- ☐ **Sign Your Lease**
 - Once all parties sign the agreement, we'll send your **lease link** via email.
- ☐ **Download AppFolio App & Pay All Move-in Costs**
 - Download the **AppFolio Online Portal** app for easy access:
 - [Apple](#)
 - [Google Play](#)
 - Log into your AppFolio **tenant portal** and **pay all move-in costs**.
- ☐ **Provide Proof of Renters Insurance**
 - Upload your **renter's insurance** to your tenant portal.
 - Minimum Coverage: \$100,000
 - All tenants must be covered
 - Must include your new address
 - Add "**Edge Asset Management**" as an interested party/certificate holder.
- ☐ **Set Up Utilities & Provide Proof**
 - **Electricity:** Text/Email Edge your account number
 - **Pacific Power:** [Set up online](#) or call (888) 221-7070
 - **Portland General Electric:** [Set up online](#) or call (800) 542-8818
 - **Clark Public Utilities:** [Set up online](#) or call (888) 221-7070
 - **Gas:** Text/Email Edge your account number, if applicable
 - **NW Natural:** [Set up online](#) or call (800) 422-4012.



MOVE-IN DAY

If all “**Before Move-In**” steps are complete, we’ll provide on-premises key access at **10 AM** on your **lease start date**.

“AFTER MOVE-IN” CHECKLIST

☐ **Review your Move-In Folder**

- It includes: a helpful Maintenance Guide, Move-In Condition Report, and your Property Manager's business card
 - Your Leasing Agent was only assigned to assist with pre-move-in steps like touring, applying, and signing your lease
 - Your Property Manager will help with everything after moving in!

☐ **Move-in Inspection**

- Complete & return your Move-In Condition Report as soon as possible.
 - You can **mail** it to our office OR **send photos** of the completed report via text/email.
- You have **72 hours** to report issues.

☐ **Submit Maintenance Requests for Work Needed**

- Log into your **tenant portal** and click **Request Maintenance**.
- Our team will coordinate with you via **AppFolio**.

☐ **Share your Experience!**

- [Leave Edge Asset Management a Google Review](#)

Thank you for joining the **Edge community**—welcome home!