



Move In Worksheet

A Superior Property Management Co., LLC

225 NW Franklin Ave., Suite A

Bend OR 97703

Phone: 541.330.8403 * Fax: 541.678.5626

info@rentaroundbend.com

www.rentaroundbend.com

Property Address:

You will need to assume the financial responsibility for utility service in your name for the referenced unit. Responsibility will begin on _____ and continue through the term of the residency. The Tenant(s) also understand that utilities may be disconnected without notice if they fail to maintain the service or transfer the service out of their name at any time that they occupy the dwelling unit. Tenant(s) should transfer all utilities out of their name at move out, but maintain them through the date of move out.

Renters Insurance:

Renters insurance must be obtained by the tenant(s). Please list A Superior Property Management Co. as an "interested party". Bring the binder for your insurance policy with you at move in or email it to our office prior to move in. All tenants must be listed.

Mail Keys:

If your rental has a locking mail receptacle, you will need to go to the post office and put in your request to have it re-keyed. ASPMC does not provide mail keys. The current cost is \$40 and will take 2-4 days to be completed.

Payments:

If you want to pay the remainder of your deposit(s) and rent via the tenant portal, payment must be made 72 hours prior to move in to ensure funds clear the bank. Otherwise, you will need two cashier's checks or money orders; one for rent and one for remaining deposit(s).

TO GET KEYS WE NEED THE FOLLOWING:

- Signed Lease
- All Deposits and Rents Paid
- Proof of Renters Insurance
- Utility Account Numbers

WATER

City of Bend 541.388.5515
Avion Water 541.382.5342
Roats Water 541.382.3029
Agate/Apache 541.382.2855
City of Redmond 541.923.7765
OWW Water 541.593.2902
OWW Sewer 541.593.3124
City of Sisters 541.323.5209

ELECTRIC

Pacific Power 888.221.7070
Central Electric 541.389.1980
Mid State Electric 541.536.2126

GAS

Cascade Natural Gas 888.522.1130
Ed Staub & Sons 541.504.8265

GARBAGE

Republic Services 541.382.2263
Cascade Disposal 541.382.6660
High Country Disposal 541.548.4984
Wilderness Garbage 541.536.1194

ACCOUNT NUMBERS

Water: _____

Sewer: _____

Electric: _____

Gas: _____

Garbage: _____

