

# WELCOME TO YOUR NEW HOME!

**Office Phone:** 541-753-3620

**Office Hours:** Monday – Thursday: 9am-5pm Friday: 9am-4pm, Closed for Lunch: 12pm-1pm

**Office Address:** 750 NW Cornell Ave, Corvallis, OR - *In-person visits are by appointment only*

**Get Started Right Away** - Activate your Online Portal from the activation email we'll send after your approval. Through the portal, you can:

**Make Payments:** Pay the ENTIRE unit balance or a specific amount.

**View Payment History:** Keep track of your payments.

**Submit Maintenance Requests:** Request repairs or track updates.

**Update Your Info:** Keep your contact and vehicle info current.

**View your Lease:** View important documents including your lease agreement.



📲 Download the AppFolio Online Portal App for FREE (Google Play or Apple Store) – available 24/7!

📝 Optional Move-In Inspection due within 7 days of your lease start, you'll receive an email link from Ztenant for an optional Move-In Documentation Inspection. This is just for your documentation purposes only.

🔑 Mailbox Keys - If your mailbox is attached to the building: Submit a maintenance request, and we'll rekey and provide your key. If your mailbox is on the street: Take your rental agreement to the Post Office. They will rekey and issue your key.

💡 Lockouts - During office hours: We can check you out a spare key at the office. After hours: Please contact a local locksmith (we cannot provide after-hours lockout service).

💡 Tip: We recommend making a spare key!

## Other Helpful Information:

🗑️ Garbage Day: \_\_\_\_\_ 📬 Mailbox #: \_\_\_\_\_

**We're so glad you're here – Welcome to the community!**