

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!

750 NW Cornell Ave. Corvallis, OR 97330 • (541) 753-3620 • Fax (541) 753-7639

www.duerksenrentals.com

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