

HARWIN & CO.
75 AERO CAMINO #D-206
GOLETA, CA 93117
www.HarwinCoSB.com

WELCOME

The portal you were given to set up will be your portal for the lease term. Please make sure to keep your login info.

We are looking forward to a great year and hope your move-in will be successful!

We have provided documents that you need to fill out and return to our office.

1. Any new phone numbers for your unit, including cell numbers and email addresses.
2. Move in checklist (to be returned within 5 days)
3. Any repairs needed are to be submitted via your portal under maintenance request.
4. The key form signed acknowledging you received all your keys.
5. Any sublease forms filled out for sub-lesers.

Additionally, we have provided various other information that you may find helpful in your move-in process.

Move in Information

Attached is our move-in packet that we ask you to print out and bring with you to pick up your keys. Some of the paperwork in the packet will need to be filled out and turned into us on move in day as well as within 5 days of your move in day.

Attachment FORMS that need to be printed out and brought with you at move in will be;
***Key Agreement
*** Move In Checklist
*** FIRST MONTHS RENT WILL NEED TO BE PAID IN FULL BEFORE MOVE IN OR BROUGHT TO KEY PICK UP IN ONE CHECK.

JULY 1 MOVE-IN DAY:

For the tenants moving in on July 1 we will be handing out keys between 12pm and 2pm.

Tenants Moving in Before July 1:

*As stated before we do our best to accommodate the requests for early move in, but explain that we usually take until July 1 to get each unit ready for occupancy. Please be aware if you are moving in early it is possible we will not be finished with all move out repairs and have asked that we are able to come in to the unit to do so during this time. It is very difficult to accommodate early move-ins for this reason but at the same time realize that some of you really need to have a place to go. Please email us one person's contact information so we can set up a day and time to meet you at the unit for your early move in. Please also follow the July 1 move-in information above as far as printing out and bringing this information with you with the pro-rated rent amount. Just for the pro rated rent amount the checks will be made out to **HARWIN**.

Move in Lease dates after July 1:

Any tenants with a lease that starts later than July 1, please email us 3 to 5 days prior to your move in date so we can set up a meeting at our office for you to pick up your keys. Follow the information above for the July 1 move in, and bring with you to your meeting we set up to pick up your keys.

***We are extremely busy at this time so please email your questions to us. We are doing our best to supply everyone the information you need from us. We appreciate your patients and please let us know if we have not gotten back to you.

PLEASE READ CAREFULLY...

- **Rent is due on the first of each month. As stated in your lease, Late charges will be assessed after the 3rd day of each month and will be 6% (six percent) of the entire payment. You may put any payments or paperwork in our drop box in front of the building by the mailboxes with our name on it.**

Please take pride in your new home, and please be careful of the following:

- *****NO SMOKING ON PROPERTY or INSIDE UNIT!**
- **NO PARKING ON THE LAWNS AT ANY TIME**
- **KEEP YOUR YARD FREE OF TRASH AND DEBRIS**
(If we have to keep your yard free of trash and debris, you will be charged for the clean up. **THERE WILL BE NO WARNINGS GIVEN, JUST KNOW YOUR YARD NEEDS TO BE CLEAN AT ALL TIME!**)

*****AT NO TIME EVER IS ANY PERSON TO BE ON THE ROOF! THIS WILL RESULT IN A \$500 fine each occurrence.**

- **NO FURNITURE OUTSIDE, EXCEPT PATIO FURNITURE IS ALLOWED IN THE YARD OR ON DECKS. NO BEER PONG TABLES VISIBLE IN THE YARD This includes no barbeques NEAR THE HOUSE OR ON THE DECKS (you will be charged \$100 min. haul away fee, as per your lease, if this occurs)**
- **PLEASE KEEP BIKES IN THE BIKE RACKS. DO NOT LOCK THEM TO FENCES, RAILINGS, OR ANY TREES, OR PARK THEM ON THE GRASS OR IN THE PLANTS. BIKES WILL BE AUTOMATICALLY IMPOUNDED IF FOUND IN VIOLATION OF THE ABOVE RULES AS PER THE LEASE. If you are found parked on the lawn your unit will automatically be charged a \$100 fine. There are checks frequently during the year.**
- **TRASH CANS/DUMPSTERS ARE TO BE KEPT IN DESIGNATED AREAS ONLY. They may not be visible from the street. This is a new ordinance and if there is a violation fine from the county, your unit will be charged for the fine.**
- **NO ANIMALS ARE ALLOWED ON THE PROPERTY at any time. THIS INCLUDES ANIMALS THAT BELONG TO FRIENDS OR RELATIVES.**
- **FOR MAINTENANCE, YOU MUST SUBMIT A MAINTENANCE REQUEST through your portal.**
- **All utilities that are tenants responsibility must be turned on by July 1. There could be an accessed fee of \$35 each month this happens.**

Thank you for your time and attention to these matters. Please do not hesitate to EMAIL us if you have any questions.

Sincerely,

Harwin & Co.

www.HarwinCoSB.com

info@harwincosb.com