



CareOne Rental wants their tenants to have a smooth move in experience when entering their residential property. Follow the instructions below and this will assist you in the stressful task of moving into your new home or apartment.

- **Electricity Gas and Water :** For Electricity and Gas please call DTE Energy 1 (800) 477-4747 for Water please call City of Ann Arbor 734 9942666 (If applicable)
- **Cable/Internet:** AT&T 1 (800) 288-2020 and/or Comcast 1 (800) 934-6489.
- **Rent** is due on the 1st of the month, you may pay by check (made to “CareOne Rental”) send by mail, or online (see instructions below). You will NOT be billed or sent a notice to pay, if the payment is not received by the 1st you will be assessed a late fee as set forth in your lease agreement.
- **Keys** will be given to you at move in. Please set up a time and date with management to move in to complete move-in check list at Move in time and date.
- **Communication:** Please provide an updated list of email addresses of all tenants on the lease. This is to be emailed to management before move-in. Best preferable way to communicate is by E-mail.
- **Move-in Check List:** To be done at Move in time and date.

Tenant is Responsible For the Following:

- **Taking trash cans out** to the curb on collection day, and must return them from the curb at the end of the day. Collection days are on Mondays (except for Walnut St which is on Wednesday).
- Picking up recycling containers from the Basement of the City Center - 220 E Huron St. Ann Arbor. Call if you have any questions regarding Recycle 734-994-2807 if you have any questions or need assistance.
- **Keeping the house nice and clean.** We suggest purchasing a vacuum cleaner-- you will find it very useful.
- Payment of rent or other charges as determined by lease and addendum.
- **Drain stoppage (clogging) when caused by tenant.** Do not put Rice potato peelings, onion skins, or artichoke trimmings through the disposal. Any other food placed in the disposal should have water run through the drain for at least 10 seconds after grinding. This carries the food out to the main sewer.
- **Be cautious when operating garbage disposal.** Make sure no non-food items (e.g, bottle caps, pennies) have dropped in. The items will break the garbage disposal and you will be charged for the repairs.
- **Cleaning and removing hair from sink** and shower drains to keep them unclogged.
- **Do Not use the drop-in cleaners in the tank of the toilet.** This will destroy the rubber in the fittings. The type that clip to the bowl edge are best.
- **No foreign items are to be flushed away.** This includes: Floss, baby wipes, tampons, diapers, paper towels, dental floss, clumping kitty litter, etc. these items will clog the drain and you will be charged for the repairs.
- **Do Not using any tape, gum, or adhesive on walls or carpet.** Removing these will cause damage to paint and you will be charged for the repairs. We recommend using Command Strips to avoid these damages.
- **Please test your smoke alarms and CO2 detectors,** monthly to ensure your safety. If they don't beep when tested, or have been chirping - please replace the batteries or contact management.
- **Keeping existing furniture inside the house and in good shape.** Replacement costs can be expensive.
- **Not going out on roofs or fire escapes.** Roofs are not made to sit on. This is for your safety and for the safety of others around you. Roofs may collapse and you will be charged for the repairs.
- **Be cautious as to not overcrowd porches,** house, or balconies. We are concerned for your safety and others around you.
- **For your security, avoid propping open exterior** or storm doors.
- **Avoid fire hazards by removing any items within 5 feet** of Water Heater and Furnace.
- **When you go for a Brake, Christmas or Thanksgiving,** Please do not turn Furnace off, make sure thermostat is set above 60F to avoid FREEZING and Burst Pipes that might Flood The House.

This is only a partial list, please refer to your lease and addendums for clarification.