

**Big River Investments, LLC**

**Po Box 54**

**Silvis IL, 61282**

***Move-In Letter***

Dear Tenant: \_\_\_\_\_

Welcome! We hope the following information will assist in making your move-in as smooth as possible. Please feel free to contact us if you have any questions at 309-788-1100.

**Monthly Rent:**

The monthly rent is due in our office on the 1st day of each month. Per the terms of the Lease, a late fee of \$100 will be added if the rent is not received by the 5th day of each month. If the rent is not paid by the 15<sup>th</sup> of the month, there will be a \$5 a day charge added to the total amount due. Rent must be in the form of cash or money order. No personal checks will be accepted

All payments should be made to:

Big River Investments

Po Box 54

Silvis IL 61282

Payments can also be delivered in person to our office at 1210 11<sup>th</sup> St Rock Island Monday-Friday 7-330pm

**1st Month Rent:**

The 1st month's rent is due when you sign the lease. You must bring a money order or cash when you arrive to pick-up your keys and Sign the Lease.

**Renter's Insurance:**

Each Tenant is encouraged to purchase "Renter's Insurance". This insurance protects your personal belongings against damage while you are renting your new residence. The Landlord's insurance will not cover your personal belongings.

**Utilities:**

Your lease states that you are responsible for all of the utilities associated with your residence, you will need to contact those utilities to have their service placed in your name. Failure to contact the utility companies could result in the service being turned off. Below is the contact information for the utility companies in our area.

**Gas and Electric: Mid- American Energy: 1-888-427-5632**

We will contact the Water department regarding the water bill. This will come addressed to you as Tenant. This bill is your responsibility to pay.

Keys:

When you have paid the first month's rent, signed the lease, and changed the utilities to your name, you may pick up your keys.

Move-In Inspection/Defects List:

There will be no formal move-in inspection when you take possession of your residence. You will have 15 days after the start of the lease to compile a written "defects" list. The purpose of this list is to document the condition of the property when you take occupancy. Please feel free to be as detailed as you would like. This list will be used to assess damage charges when you vacate the property. It will also make us aware of any items that need repair. Please note the inclusion of an item on your list does not necessarily mean that the item will be repaired immediately.

Maintenance:

Please carefully review the maintenance paragraph in the Lease so you understand the responsibilities of the Landlord and the Tenant. All repairs should be reported to our office promptly. Repairs that can be directly attributed to tenant neglect will be billed to the tenant. All Lawns must be maintained, mowed at least once a week and weeds needs to be kept in control. The exterior of the property is to be kept in a neat and clean manner.

Emergencies:

In case of emergency, please call our office at 309-788-1100 and Speak with Meghan, for after Hours emergencies please contact Blackie 309-373-4188. If there is a fire or police matter please contact 911 before calling us.

Thank you for choosing Big River Investments, LLC

Phone Numbers:

Meghan: 309-788-1100

Blackie: 309-373-4188