

Property Keys Management

Preparing To Move In

What needs to be done in order to move in?

1. Pay first month's rent prior to the 15th of the month prior to your lease start date.
2. All signed leases and applications to Property Keys Management prior to move in.
3. Coordinate your move in time.
4. Upon lease start, locks will be changed and new keys will be provided to tenants. Garage or Gate remotes and mail box keys will be issued to tenants, where applicable.

How do we coordinate utility hook-ups?

Utilities must be transferred into your account. Contact the necessary utility companies to establish services in your name. Failure to do so could result in an interruption of service, costly hookup fees and time without utilities. When contacting the utility companies, you want to ask for "transfer of service" scheduled for the move in date.

Utility companies may request Previous Account Holder's name: _____

Baton Rouge Water Company (includes Sewer Acct): 225-925-2011

Will require \$50 deposit—can bill on 1st month's bill.

Lines are often busy—keep trying.

Entergy (Power & Gas): 800-368-3749

May require a \$100 deposit unless you have an account in good standing.

Cox Communication 225-615-1000

Look into the bundles – Cable, Internet & Phone.

LSU Students –do this through your PAWS account for student discount.

Contact the Post Office if you wish to have your mail forwarded. You can handle the request online with US Postmaster.

Who do we contact to address problems with the house?

Upon moving in, report any problems immediately.

1. Juli Jenkins (225)931-5867 (cell or text)
2. David Jenkins (225)931-5866 (cell or text)

How is rent to be paid?

Due on the 1st of each month.

- Checks made payable: Property Keys Management
- Post-dated checks. Checks will not be deposited prior to the 1st.
- Money order

Mail or deliver rent to Riverbend Subdivision:

6041 Hope Estates Drive

Baton Rouge, LA 70820

(If delivering, place checks in mailbox mounted to brick wall by the front door of the house.)