

Move-In Check List: Important Information

We're pleased to welcome you as a new resident and we look forward to providing you the best possible service. We have provided you with a copy of your Lease Agreement at the Lease Closing and move-in - please keep it in a secure place with your other important documents, for reference. We hope you are getting unpacked, settled in, and are enjoying your new home!

Contact Your Property Manager:

Rick Bartley	(727) 345-6006 Ext 107	Rick.Bartley@TourtelotPM.com
Richard Wasilik	(727) 345-6006 Ext 106	Richard.Wasilik@TourtelotPM.com
David Weiss	(727) 345-6006 Ext 105	David.Weiss@TourtelotPM.com

Rent Payments – Due Date and Ways to Pay:

Rents are due on the 1st of each month, late on the 4rd of the month unless otherwise stated in your lease agreement. You may make your rent payment by personal check, bank cashier's check, money order or ACH ONLINE payment at PayLease.com (Note: No cash payments accepted.)

Online Payments: If you pay your rent ONLINE either by your personal on-line banking account OR online at PayLease.com please ensure your payment is scheduled far enough in advance for us to receive your rent payment on the 1st of the month – allow at least 2 days in advance of the due date of the 1st. so your payment is not late!

Checks, Money Orders, Or Cashiers Checks: Make your rent check payable to TOURTELOT LLC. You can either mail or drop off your rent check payment to us at 3000 66TH STREET NORTH, SUITE B, ST. PETERSBURG, FL 33710 (eight blocks north of Tyrone Square Mall). We are open Monday through Friday 8:30 am to 5:30 pm. There is an after-hours mail & rent drop slot in the front door of our office, which is the north door of the building, Suite B.

Late Rent Payments: Rents are due on the 1st of each month, late on the 4rd of the month unless otherwise stated in your lease agreement. The late fee is \$100.00 plus \$5.00 per day thereafter and shall be due as additional rent per your Lease Agreement. LATE RENT PAYMENTS MUST BE PAID BY CASHIERS CHECK OR MONEY ORDER ONLY, NO PERSONAL CHECKS. DO NOT MAIL YOUR LATE RENT PAYMENT-YOU MUST HAND DELIVER IT TO OUR OFFICE.

Maintenance Requests:

For maintenance requests, please call or email your Property Manager. If the property manager is out of the office on an appointment, please leave a message in the voice mail box. Be sure to leave your name, address, phone number, and details of the maintenance request. Please make requests for maintenance items Monday through Friday 8:30 am to 5:30 pm. If possible, please report maintenance items early in the week, so the work and supplies can be coordinated with the vendors.

After Hours Emergency:

On evenings and weekends, emergency maintenance calls only please, (i.e: electrical, plumbing, water leak, etc.) In case of maintenance EMERGENCY, call 727-345-6006 or 727-346-4831 and ask the Answering Service to page the Property Manager on Call with an emergency message. Give them your name, property address, telephone number where you may be reached, and information on the nature of the emergency.

Property Inspections - Right of Entry:

Per your lease, property inspections may be conducted periodically for preventative maintenance or other reasons. You will be notified in advance, you do not need to be present.

We certainly hope you enjoy your rental property. Please feel free to call us if you have any other questions!