



MOVE-IN CHECKLIST

Cozy Homes welcomes you as a new tenant!

We believe that a good landlord-tenant relationship is important to your enjoyment of the home you are renting. Good communication will help make that relationship a good one. Here is a friendly reminder of a few items to help you settle into your new home.

- ✓ **Keys** (*door keys, garage openers, mailbox*) - often found in the kitchen drawer. If you did not receive the mailbox key, you will need to go to the post office to get a spare key (we are bound by U.S. mail law).
- ✓ **Utilities** – ensure all utilities (electricity, gas, water, etc.) are turned on in your name from the start date of the lease.
- ✓ **Buildium Account** – activate your Buildium account (you should have received an email about this by move-in date) and confirm your information is correct.
- ✓ **Renter's Insurance** – submit via Buildium.
- ✓ **Inventory & Condition Form** – return this to Transaction Coordinator at tc@cozy-homes.com within 5 days (form attached to this email). A new tenant maintenance visit will be done within 2 weeks of move-in date.

Additional resources are available on Buildium [here](#). If you have any questions, please contact our office at 281-506-2363 during business hours (M-F 8:30am – 5pm) or email us at tc@cozy-homes.com. Enjoy your new home!