

Hinez Property Management, LLC.

New Tenant Acceptance Letter

Dear **Mr. Robert & Mrs. Pamela Lane**

Date: **7/16/2020**

Congratulations on your approval for **1921 E. Sauk Trail, Sauk Village, IL 60411**. We are looking forward to working with you and hope you will enjoy your new home.

We would like to make this as smooth a transition as possible for you. Below are instructions for the next steps you will need to take before moving into your new home. **We cannot give you the keys to your new home until all the steps have been completed.**

Step 1 - Deposit to Hold: The Deposit to Hold must be paid when you submit your completed rental application and/or within 24 hours of approval, and a Deposit to Hold Agreement completed. The Deposit to Hold will remove the property from public offering to be held until the prospective Tenant(s) have been screened and a mutually determined move-in date has been agreed upon. Note: We can only hold units for a maximum of two weeks (14 days). Your Deposit to Hold will be applied towards your total Security Deposit after you begin your tenancy.

Your Deposit to Hold given to Hinez Property Management, LLC. was **\$1,005** (\$2000 mth rent/ 2 = \$1000)

Step 2 - Utilities Turned On: All tenant paid utilities must be transferred into your name prior to receiving keys to your house. For your convenience, we have included a list of local utility providers below, along with their contact information. The utilities you are responsible for have been highlighted.

Electricity:	ComEd – (800) 334-7661
Garbage/Trash Disposal*:	Hinez Property Management, LLC
Water/Sewer*:	Hinez Property Management, LLC
Gas:	Nicor Gas – (888) 642-6748
Other:	_____

*If the Water, sewer, and garbage bill(s) has to be in the name of Landlord/Owner according to the **VILLAGE OF Sauk Village**, IL Ordinance. The Hinez Property Management (Landlord) will provide a copy of the bill to the Tenant.

The Tenant agrees to pay the Landlord directly the full amount of the combined water, sewer and/or garbage bill 5 days prior to the bill's due date. Five days prior to the bill's due date is required to ensure that the payment arrives to the Village of Sauk Village on-time. If Tenant pays the **VILLAGE OF SAUK VILLAGE** directly because their payment to HPM will be received late, **the Tenant must send the Landlord a copy of the receipt showing payment**. The Tenant is responsible for all late fee(s) associated with the water, sewer and/or garbage bill, if paid after the bill's due date.

Tenant must go to the VILLAGE OF SAUK VILLAGE to register and receive their VILLAGE OF SAUK VILLAGE - Welcome Booklet, which states the rules and regulations in the VILLAGE OF SAUK VILLAGE.

Hinez Property Management, LLC.

Step 3 - All Move-in Funds Paid:

Prorated Rent.

- Prorated Rent for **July 2020** shall be prorated based on a 31-day period.
- Prorated Rent shall start from **July 21**, which is **11 days** remaining in **July**.
- Prorated Rent daily amount is approximately **\$64.51** (\$64.516) based on **\$2,000.00** monthly rent amount.
- Prorated Rent Calculation: **11** Prorated Days X **\$64.51** Prorated Daily Amount = **\$709.61**

Prorated Rent must be paid in full in the amount of:	\$709.61	
1 st Months Rent for August 2020 must be paid in full in the amount of:	\$2000.00	
Monthly Tenant Administration Fee must be paid in full in the amount of:	\$20.00	
\$20 Monthly Pet Fee/Pet must be paid in full in the amount of: (ex. 1 Dog)	\$20.00/pet	
Security Deposit of 1.5* of monthly rent must be paid in full in the amount of:	\$3,000.00	
Refundable Pet Deposit must be paid in full in the amount of:	\$400.00	
\$50 Refundable per Garage Door Opener must be paid in full in the amount of:	\$100 (2 x \$50)	
\$50 Refundable (2) House Key Sets must be paid in full in the amount of:	\$50.00	
Other Move-in Funds must be paid in full in the amount of: N/A	\$0	
		= \$6,299.61
Deposit to Hold amount paid:	- \$1,005	
Total Move-in Amount must be paid in full in the amount of:	\$5,294.61	

Please bring your Move-In funds of **\$5,294.61** to your New Tenant Orientation/Lease Signing. All move-in funds must be paid by cashier's check or money order. We cannot accept cash or personal checks.

Make cashier's check or money order payable to: **Hinez Property Management, LLC.**

***See your Deposit to Hold Agreement** for details about how your refundable security deposit was determined.

Step 4 – Renter's Insurance: Upon move in, and through the duration of tenancy, all tenants must provide proof of renter's insurance, which includes a minimum of **\$100,000** legal liability for damage to the landlord's property. Tenant may purchase required insurance from an insurance agent of their choice. **If you have been approved for a pet, your Renter's Insurance must include pet liabilities.** Tenant must provide a copy of their Renter's Insurance prior to receiving the keys to the Property.

NOTE: The Renter's Policy must add Hinez Property Management, LLC as an ADDITIONAL INSURED.

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Step 5 - New Tenant Orientation/Lease Signing: Steps 1 - 3 must be completed by or at your New Tenant Orientation where we will go through and sign your new Rental Lease Agreement and Addendums. Please plan on this appointment taking approximately one hour. Your New Tenant Orientation is scheduled for **July 18, 2020 at 7:00 am/pm** at the Property. **All occupants over the age of 18 must be present at this appointment.**

All occupants over the age of 18 must provide a copy of a valid Driver's License or State I.D. at the signing of the Rental Lease Agreement.

After this appointment, you will receive the keys to your new home on **July 18, 2020 at 7:00 am/pm**.

We hope this itinerary answers any questions you may have about the move-in process. If you have any additional questions or concerns, please do not hesitate to let us know. Once again, congratulations on your new home!

Sincerely,
Hinez Property Management, LLC.