

Hinez Property Management, LLC.

New Tenant Acceptance Letter

Date: 11/18/2021

Dear **REV. JONATHAN J. HALL, SR., REV. DONNA HALL, MR. JONATHAN HALL, JR., MRS. CANDACE HALL,**

Congratulations on your rental property approval for **1921 E. SAUK TRAIL, SAUK VILLAGE, ILLINOIS 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 the re-occupancy inspection has been completed and all the steps below have been completed**

Step 1 - Deposit to Hold: The Deposit to Hold must be paid at the same time your rental application is given to a representative of Hinez Property Management, LLC. and a Deposit to Hold Agreement is completed and signed.

The Deposit to Hold will remove the property from public offering to be held until you have been **approved**/denied for tenancy and a mutually determined move-in date (if you were accepted for tenancy). Note: We can only hold units for a maximum of two weeks. Your Deposit to Hold becomes your Security Deposit after you begin your tenancy.

Your Deposit to Hold given to Hinez Property Management, LLC. was **\$1,000.00.**

Step 2 - Utilities Turned On: All tenant paid utilities must be transferred into your name by moving day. For your convenience, we have included a list of local utility providers below, along with their contact information. You are responsible for all utilities. Here are a few utility numbers to make the utilities' transfer process easier for you.

Electricity:	ComEd – (800) 334-7661
Garbage/Trash Disposal*:	Village of Sauk Village
Water/Sewer*:	Village of Sauk Village
Gas:	Nicor Gas – (888) 642-6748
Other:	_____

*The water, sewer, and garbage bill(s) have to be in the name of the 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 or the Village of Sauk Village directly the full amount of the combined water, sewer and/or garbage bill prior to the bill's due date. If Tenant pays the **VILLAGE OF SAUK VILLAGE** directly, **the Tenant must send the Landlord a copy of the receipt showing payment.**

Tenant must go to the Village of Sauk Village to register and receive their Sauk Village Welcome Booklet, which outlines 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 **N/A** shall be prorated based on a 30/31-day monthly period.
- Prorated Rent shall start from **N/A** which is **0 days** remaining in **N/A**.
- Prorated Rent daily amount is **\$0.00** based on **\$2,000** monthly rent amount.
- Prorated Rent Calculation: **0** Prorated Days **X** **\$0** Prorated Daily Amount **X** **0%** Discount Applied = **\$0**

Prorated Rent must be paid in full in the amount of:	\$0	
1 st Months Rent must be paid in full in the amount of:	\$2,000.00	
Monthly Tenant Administration Fee must be paid in full in the amount of:	\$20.00	
Security Deposit of 1.5* of monthly rent must be paid in full in the amount of:	\$3,000.00	
\$50 Refundable Garage Door Opener must be paid in full in the amount of:	\$100.00	
\$50 Refundable (2) House Key Sets* must be paid in full in the amount of:	\$100.00	
Other Move-in Funds must be paid in full in the amount of: N/A	\$0	
Other: Remaining Application – Screening Fee (\$25.00x4)	\$100.00	
		= \$5,320.00
Deposit to Hold amount paid:	- \$1,000.00	
Total Move-in Amount must be paid in full in the amount of:	\$4,320	

Please bring your Move-In funds of **\$4,320.00** to your New Tenant Orientation/Lease Signing. If additional Key Sets are required, the Total Move-In Amount will be adjusted. All move-in funds must be paid via Zell or 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.**

Step 4 - New Tenant Orientation/Lease Signing: Steps 1 - 3 must be completed by your New Tenant Orientation where we will go through and sign your new Rental Lease Agreement. Please plan on this appointment taking approximately one hour. Your New Tenant Orientation is scheduled for **TBA at 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 **AFTER THE RE-OCCUPANCY INSPECTION** on **TBA at TBA am/pm**.

Tenant must show proof of Renter's Insurance prior to moving into the Property.

We hope this itinerary answer 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.