



New Tenant Move In Information

STEP BY STEP TO MOVE INTO YOUR NEW HOME

- After the lease is signed, application is filled out and earnest deposits are received Metropolitan Real Estate will process your application.
- Please be aware that your application may take some time to process, so please allow up to 72 hours to process your application.
- Additional terms may be requested based on your application, rental history employment history or credit score.
- All signed leases are offers until accepted by the owner. There is no guarantee that the terms that you have agreed to in the lease will be the same terms accepted by the owner.
- After the application has been accepted and you agree to any counter offers the lease becomes effective and your earnest money will no longer be refunded if you choose not to enter into the agreement.
- Once you have been approved and you agree to enter into the lease agreement certain steps must be taken to ensure that your move in will go smoothly.
- Metropolitan Real Estate will not allow you to move into the property until you have
 1. The utilities turned on in your name at the address of the property.
 2. A receipt or letter from the utility companies to prove that the water, power and gas are in your name at the address of the property.
 3. Paid the first month's rent and any deposits that are due. Payment must be made by Cash, Cashiers Check, or Money Orders. No personal Checks.
 4. Furnished Pay stubs, Bank statements, or 1099's that satisfactorily verify income and employment.
 5. Furnished a copy of your drivers license or government issued identification.
- You will only be issued keys to the property when all documents are furnished and all rent and deposits are paid in full no exceptions.
- You must schedule an appointment with the leasing Transaction Coordinator to review the terms of your lease. He will address any issues. At that time, Metropolitan Real Estate will take payment, issue your keys and finalize the lease agreement. This process once finalized will be considered a move in regardless of the physical time that you choose to move into the property. You are required to pay rent from the date that you receive the keys.

1. Please allow up to 72 business hours from submittal of application for your approval.
2. If move-in exceeds 14 days from time of application approval, you will be required to make an additional \$300.00 earnest deposit to be credited towards move-in, and must move in within 30 days of approval or all earnest money will be forfeited and property put back on vacancy list.
3. Please be sure to have ALL utilities turned on in your name prior to your appointment with the transaction coordinator.
4. Finalize your lease At: Metropolitan Real Estate
4500 N. 32nd Street Suite 200' Phoenix, AZ 85018
CROSSROADS ARE 32ND STREET & CAMPBELL BETWEEN CAMELBACK & INDIAN SCHOOL
5. All Rents are to be paid in Certified Funds only (cash, cashier's check or M.O.) Please make out all certified funds to Metropolitan Real Estate. For your convenience you may deposit your rent payments at any Compass Bank Branch by using the deposit slip provided to you. Be certain that your name and unit number is on that deposit slip to assure that your account is credited.



24 Hour Contact Number
Rental Payment, Maintenance Issues | Emergency Hot Line
602-912-9000 Office | **602-912-9478** Fax



New Tenant Move In Information

Arizona American (Surprise Water)	623-875-4290	Johnson Utility (Queen Creek)	480-987-9870
Avondale Water	623-333-2005	Global Water Company (Maricopa)	520-568-4452
Buckeye Water	623-386-4691 XT 262	APS	602-371-7171
Citizens Untity Water	623-876-4020	SRP	602-236-8888
Glendale Water	623-930-3190	AT&T	1-800-222-0300
Goodyear Water	623-932-3015	MCI	1-800-950-5555
Litchfield Park Water	623-935-9367	Cox Communication	602-277-1000
Mesa Water	480-644-2221	Qwest	1-800-244-1111
Peoria Water	623-773-7160	US Post Office www.usps.com	1-800-275-8777
Phoenix Water	602-262-6251	Farmers Rental Insurance	480-964-0074 callfrankmargiotta.com
Scottsdale Water	480-994-2461	Metropolitan's Email Address	service@metrowb.com
Tempe Water	480-731-8361	Tenant and Legal Advisor (Maria)	Ext. 810 maria@metrowb.com
Southwest Gas	602-861-1999	Tenant Liaison (Mike Bourassa)	Ext 819 mbourassa@metrowb.com
H2O (Queen Creek)	480-491-6971	Maintenance (Leonard)	Ext. 809 Leonard@metrowb.com

IMPORTANT RENT INFORMATION

Move In Amount: \$ _____ Address: _____ Rent Amount: \$ _____

When is my Rent Due?	1st of Each Month	Late charges of \$25.00 per Day if paid after 3rd You risk eviction for failure to pay all of your rent by the 10th of the month
Where can I pay my Rent?	Any Compass Bank Branch or At Our Office at 4500 North 32nd Street Suite 200	You MUST Put your Address and Name on your Deposit. We Will not be able to credit your account with out that information and you risk Being Charged Late Fees
Can I pay my Rent by Check?	Unfortunately Not.	We Accept Only Cash, Money Order, or Direct Deposit
Home Owners Association	You must correct Violation or Risk Fines	You are responsible to pay all fines assessed for violations
Metro's Office Hours	9:00 AM to 5:00 PM Monday to Friday	Contact our Emergency Number for after Hours
Occupant Changes	Management must be notified	
When should I use Emergency Number	Any thing to Do with Water Damage	Contact 911 For Fire Emergency
Who does Maintenance on Home	You are Responsible	Non Covered items you will be charged \$65 per hour.
Move Out	Notify Us 30 Days in Advance	Schedule Final Walk Thu and Key Return with Office
Pets	Allow with Deposit Only	
How do I extend my Lease	Contact our Office 30 Days prior to termination date	



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