Clear Sky Realty, Inc.

3001 W. Tuscarawas St., Canton, OH 44708

330-455-HOME (4663)

www.ClearSkyProp.com

*Congratulations on getting your application approved!* You may now be asking yourself, “What happens next?” This form is to help you set up your lease signing and prepare for your move-in.

Step 1: **Decide when you want to move in**

* After acceptance, we will hold your preferred unit for 3 days.
* If you need a longer time frame, you can put down a retainer to hold the unit for up to 14 days. The retainer will be applied to your move-in costs when you move in. Retainers cannot be refunded or transferred if you choose not to move into this unit. They do guarantee you the unit you sign your retainer as long as you move into this unit within the time frame on the paperwork.
* Schedule your lease signing with our office by calling 330-455-HOME (4663)

Step 2: **Choose what day you want your rent due**

Here at Clear Sky Realty, we offer you options on when you want your rent due. You can have rent due

* on the 1st of every month
* on the 15th of every month
* or you can use the Payday Payment Plan, which makes your rent due every other Tuesday. Over the course of a year, you will pay more with the Payday Payment Plan, so it isn’t for everyone. However, if you prefer easy-budgeting or need a reminder your rent is due, this plan can make it simpler for you.

Step 3: **Take care of any pet items**

If you have pets that will be moving with you

* make sure that your pets meet our pet criteria.
* Be sure to turn in all pet applications.
* If you have a dog or cat, veterinary proof of shots and neutering and scheduling a pet temperament test will be needed before the move-in.
* If you have questions on our pet rules and requirements, you can view them online or ask for a copy of our pet paperwork.

We understand pets are like a member of the family, so making the move easy for them is important, too.

Step 4: **Get your move-in costs**

Once we know what day you are moving in and when you want your rent due, we can get your lease prepared.

* Once the lease is ready, we will be able to tell you how much money you need for move-in.
* The move-in payment must be in certified funds (bank check or money order)

Note: Future rent payments can be made by personal check, automatic withdrawal, or even online with a credit card.

Step 5: **Schedule your utility transfers**

* Note you may only be responsible for some of the utilities.
* We will need the confirmation # for the utilities that are your responsibility to pay.
* If you do not get utilities transferred, you may be without utility service after move-in.

Note: Transferring of utilities into your name should be done in advance of the move-in date, just in case there are tasks that need accomplished to have these utilities on, such as signing paperwork or even paying a deposit. The utility company will be able to tell you what you will need. For your convenience, we have a Utility Sheet that can provide you with most utility contact numbers and some basic information about what other tenants have experienced.