University of Colorado
Boulder
Research Property Services

Research Lab No. 2, Room 101
444 UCB
Boulder, Colorado 80309-0444
(303) 492-6883
FAX: (303) 492-6448

Dear Tenants of _____,

We would like to welcome you to your new home. We hope you are getting moved in, comfortable, and getting everything unpacked and arranged.

Should you find anything that requires maintenance, please notify us no later than August 8, 2014. All maintenance requests should be submitted by e-mail (**kylee.wasechek@colorado.edu**) or by phone (**303-492-6883**). If submitting by e-mail, be as specific as you can about the problem (location, symptoms, how long you've had the problem, aggravating factors, etc.) to avoid delay in scheduling a technician.

For after hours maintenance emergencies (floods, electric outages, etc.), contact 303-492-5522 for 24 hour assistance.

Attached to this letter you will find a check-in damage sheet. Please use this as a guideline when inspecting your house for damage. The more detailed you are in filling this out now, the better chance you have in getting your deposit back.

Your rent payment of $_____ is due on the 1st day of each month to:
Research Property Services
1540 30th Street, Room 101
444 UCB
Boulder, CO 80309

Checks may be made out to University of Colorado and must be in our office by the 10th day of the month. Any checks received after this date will incur a $75.00 late fee, **no exceptions**. You may submit multiple checks, please ensure they add to the total

Please note, our office is only open **Monday-Friday 7:30am-4:30pm** and we do not provide an exterior drop box. We are also closed on University holidays (see website). It is expected that you plan accordingly and pay your rent on the 1st of the month. The additional days are only a buffer should something unexpected come up.

Trash, recycling, and compost pickup is on Wednesday, please ensure your trash/compost bin is outside prior to 7:00am. See attached schedule and guidelines for your house.

Utilities must be switched over to your name by **4:30pm on Friday, August 1, 2014**. You will be given a confirmation code, which you must send to us by the deadline.

Your best source of information regarding your tenancy can be found on our website: **www.colorado.edu/rps**. Let us know if you have any suggestions on additional information to include on our website for you.

Move In To-Do List

BY 5:00PM ON AUGUST 1, 2013

Make 1st rent payment

Switch the gas and electric to your name
Call Excel at 1-800-895-4999 or visit their website at:
http://www.xcelenergy.com/My_Account/Service_Requests/New_Customer/1_Start,_Stop_or_Move_Services
Please e-mail proof (either a confirmation code or screen shot) that this was complete

BY 4:30pm ON AUGUST 8, 2014

- Notify landlord of any maintenance issues within the property (**kylee.wasechek@hotmail.com**) or phone (**303-492-6883**)

- Complete move-in inspection and submit to landlord—you may mail it, bring it by our office during regular business hours, or scan and e-mail it

- Notify landlord of any pictures you would like hung. Please remember that the walls have lead paint/asbestos and you are not to make any holes in the walls yourself. This first time will be free of charge.

Your yard is mowed every **Wednesday**.

Please keep it clear of debris, slacklines, sporting equipment, grills, yard furniture, etc. for this service to be completed.