



Cabell Reid, LLC.  
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### **Move-In Letter**

Dear Tenant:

Welcome! We hope the following information will assist in making your move-in as smooth as possible. Please feel free to contact us if you have any questions.

#### **Monthly Rent:**

The monthly rent is due in our office on the 1<sup>st</sup> day of each month. Per the terms of the Lease, a late fee equal to 5% of the monthly rent can be assessed if the rent is not received by the 5<sup>th</sup> day of each month. All payments should be made to Cabell Reid, LLC.

#### **1<sup>st</sup> Month Rent:**

The 1<sup>st</sup> month's rent is due when you sign the lease. Before you will be given the keys, the 1<sup>st</sup> month's rent must clear the bank. If for any reason you did not pay the 1<sup>st</sup> month's rent at the time you signed the lease, you must bring certified funds, a money order, or cash when you arrive to pick-up your keys.

#### **Move-In Fees:**

Many Associations are now requiring "move-in" fees. These fees are becoming very common in condominium and cooperative buildings. The amount of the fee, the purpose of the fee, and the disposition of the fee vary greatly among buildings. You are responsible for this fee, and you will not be given keys until Cabell Reid, LLC verifies that this fee has been paid.

#### **Renter's Insurance:**

Each Tenant is required to purchase "Renter's Insurance". This insurance protects your personal belongings against damage while you are renting your new residence. The Landlord's insurance will not cover your personal belongings. A copy of the renter's policy must be provided to our office before you pick-up your keys.

Below is the contact information for companies that can provide you renter's insurance:

Jim Kearney	State Farm Insurance	301-428-0789
Anne O'Kane	Kerxton Insurance Agency	703-352-0030
GEICO	GEICO Insurance	800-841-3005

**Utilities:**

If your lease states that you are responsible for some or all of the utilities associated with your residence, you will need to contact those utilities to have their service placed in your name. Failure to contact the utility companies could result in the service being turned off. Below is the contact information for the utility companies in our area.

<b>Gas</b>	Washington Gas (DC, MD, & VA)	703-750-1000
<b>Electricity</b>	PEPCO (DC & MD)	202-833-7500
	Dominion Power (VA)	888-667-3000
<b>Water/Sewer</b>	DC Water & Sewer	202-354-3600
	WSSC (MD)	301-206-4001
	Arlington, VA	703-228-6570
	Alexandria, VA	703-549-7080
	Fairfax County, VA	703-698-5800
	Falls Church City, VA	703-248-5071

**Keys:**

When you have paid the first month's rent, changed the utilities to your name, provided Cabell Reid with a copy of your renter's insurance, and paid all move-in fees, you may pick up your keys. However, our insurance does not allow keys to be picked up any sooner than 24 hours before your lease begins.

**Move-In Inspection/Defects List:**

There will be no formal move-in inspection when you take possession of your residence. You will have **15 days** after the start of the lease to compile a written "defects" list. The purpose of this list is to document the condition of the property when you take occupancy. Please feel free to be as detailed as you would like. This list will be used to assess damage charges when you vacate the property. It will also make us aware of any items that need repair. Please note the inclusion of an item on your list does not necessarily mean that the item will be repaired.

**Maintenance:**

Please carefully review the maintenance paragraph in the Lease so you understand the responsibilities of the Landlord and the Tenant. All repairs should be reported to our office promptly. Repairs that can be directly attributed to tenant neglect will be billed to the tenant.

**Emergencies:**

In case of emergency, please call our office and follow the instructions for paging the "duty agent".