

Hansen Properties: Information for Incoming Tenants

Checklist for Incoming Tenants:

1.	SCHEDULE YOUR CHECK IN APPOINTMENT. You MUST make an appointment for a check-in date and time. If you come unannounced, you risk the chance that we are unable to check you in when you arrive. If you have scheduled the moving truck to arrive on a particular day at 8 am, you will need to check in the day prior. We will not be able to do a check in with moving personnel carrying items inside the home. Our Check-in hours for arriving tenants are Monday through Friday 8am-4pm.
2.	ARRANGE FOR UTILITIES. Prior to arriving for check-in, you MUST set up your service for Gas and Electricity. All our rentals use both Gas and Electricity. Gas is necessary for both the furnace and the hot water heater, and, of course, if the home is equipped with a gas fireplace. Please be aware that you will not get same day service for Gas & Electricity so you will need to coordinate these services a couple days prior to your check in date. Also, if you have a morning check in appointment, schedule the utilities to be turned on the day prior or they will not be on for us to do a proper check in of the home. For water, you will need to physically present to the water department to set this up but they can usually come out the same day to turn water on at the house. Water is not critical for check in but you will certainly want this on if you plan to stay in the home that evening. Click on the link for Utility Information under this tab to obtain phone numbers, websites and physical locations of the utility companies by city.
3.	NOTIFY US PROMPTLY IN THE EVENT YOU NEED TO CHANGE YOUR CHECK IN APPOINTMENT. While we understand, “stuff happens” during a move, we try to adhere to an appointment schedule as much as possible to be courteous to the others that have appointments that day. If you are going to be late, inform us as soon as possible, so that we can reschedule. Also, if the carrier of your goods has made a change to the delivery schedule, i.e., they are coming earlier than planned, inform us as soon as possible so we can move your check in to an earlier open time slot.
4.	CHECK IN TO THE PROPERTY. A representative from Hansen Properties will meet you at the property at the time of your appointment and do a walk-through of the home with you present. A condition report will be filled out noting the condition of the property. You will also be provided information on care and maintenance of the home. We allocate approximately 45 minutes to accomplish this task. At the end of this appointment, we turn over the keys and garage door openers and you may begin moving in to the home.
5.	BE PREPARED TO PAY RENT AND/OR UNPAID PET DEPOSITS AT THE TIME OF CHECK IN. Rent is due on the 1st of every month. If you are arriving on any day other than the first, YOUR rent payment is still due on the 1 st , or you incur late fees so schedule this to arrive on time through Pay Lease. If you are arriving prior to the start date of your lease, i.e., checking in to the property in June and your lease begins July 1st, you will pay prorated rent for June and we can give you that \$ amount to pay prior to check in. Also, payment for any unpaid pet deposits will be required to be paid in Pay Lease by your check in date so please schedule that as well. *Please note that if you paid the Application fee on PayLease under Hansen Properties, you will need to re-register your PayLease account with your specific property.

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	Deactivate your previous account by clicking “My Profile”, then “Delete Account”, then re-register under your specific property.
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Thank you and welcome to Kansas! Rick & Shari 913-547-1113/1114