

Move-in Process

PICK UP KEY

You can pick up your key on the **first day** of your tenancy stated in your lease agreement unless otherwise agreed upon.

Office Address: Unit 101, 188 King St N, Waterloo, ON, N2J 2Y5. (Opposite to Laurier Career Development Center, at the corner of Lodge/King)

Office Hour: Monday-Friday, 10 am to 5 pm (Holiday Hours may change)

If you signed a group lease, we would recommend you send **ONE** tenant on your lease to pick up the key. The tenants who are not coming to pick up the key can send an authorization email to HRS Property for us to hand over the key to your representative.

KEYS AND CODES

In order to get your move-in package, you have to submit all the following documents **AT LEAST 14 days** prior to your move-in date if you signed for a student housing.

1. Last Month Rent & Refundable Key Deposit
2. Signed Lease Agreement
3. Guarantor Form
4. Guarantor ID
5. Tenant ID
6. Pre-authorized Debit Form OR Post-dated Cheques
7. Any other required forms if applicable

For single-family properties, all the leaseholders have to send in their:

1. Application form
2. Employment Letter
3. Credit reports
4. Lease Agreement
5. Last Month Rent & Refundable Key Deposit
6. Pre-authorized Debit Form OR Post-dated Cheques

FIRST MONTH RENT

We will withdraw from your account directly via the method of PAD form or post-dated cheques. We **DO NOT** accept email-transfer for monthly rent.

UTILITIES

The list is here **for your reference**. You do not necessarily have to contact the providers if your utilities are included.

Hydro (i.e., electricity): Our properties use Waterloo North Hydro as a hydro provider. Please give them a call at 519-886-5090 to open an account over the phone. (No account number or meter number is needed. Just provide them with your address).

Water: Go to City of Waterloo website and download a Water Designate Form. Fill it out and send to info@hrsproperty.com.

Gas: Contact Union Gas website New Customer page (<https://www.uniongas.com/residential/start-stop-move-service/new-customer>). Click on the “Start Gas Service” button and follow their instructions to open an account.

Internet: You may choose your own internet if your internet is not included in your rent. Otherwise, you can refer to our FAQ (<https://www.hrsproperty.com/faq>) to check your internet provider.

CLEANING

While houses and apartments, with full turnover, professional cleaning crews will be hired to clean up and sanitize all the rooms, including carpets.

MOVE-IN CHECKLIST

The current state of all units will be inspected and recorded before the move-in. However, tenants may notice some deficiencies or damages that either not fixable or missed out by our employees. Please go to our website (<https://www.hrsproperty.com/move-in-checklist>) to fill out a move-in checklist within 48 hours. If a move-in



Unit 101, 188 King St N, Waterloo, ON

Tel: 226-978-0101

Email: info@hrsproperty.com

Web: www.hrsproperty.com

checklist is not filled out, then the property will be considered in perfect condition. You might be hold liable for all the damages upon your move out.

MAINTENANCE REQUESTS UPON MOVE-IN

A maintenance request must be filed on our website to get maintenance services.

<https://www.hrsproperty.com/maintenance>

The maintenance team will respond within 1-3 business days.

GARBAGE AND RECYCLE DAYS (FOR HOUSES)

If you are renting a house, you can go to City of Waterloo website to check your garbage and recycle day (My schedule-type in your address). <https://www.regionofwaterloo.ca/en/living-here/the-waste-whiz.aspx#>