



Time is Ticking- 48 hours

**HOLDING DEPOSIT FOR APPLICATION ACCEPTANCE** will be due in the form of a money order, cashier's check, or E-Check transaction, made payable to Harcourts Peninsula Properties (or Landlord name given by HPP) once your application has been approved, but no later than 48 hours from Notice of Acceptance. HOLDING Deposit will be held at Key bank- Silverdale.

If you mail the cashier check or money order to our office ( 1010 Sylvan Way, Bremerton, WA 98310), we will need you to email us a copy before you send it.

The holding deposit is non-refundable IF a lease is not executed; it is a prepayment for pro-rated rent and fees.

In the rare event that Harcourts Peninsula Properties materially changes the terms and/or conditions of the property and lease terms as offered, the Applicant(s) may be entitled to a full refund of a "cleared" and successful holding deposit. If the Holding Deposit is not successfully sent or received, then the Applicants agree to hold Harcourts Peninsula Properties harmless.

Review Options for **Renter's Insurance** and understand why it's important:

<https://www.youtube.com/watch?v=8y23U2VkYDA>

## Sign the Lease



We send our lease documents in several sections to you for electronic signatures.

1st is the lease and addendums

2nd is a completed condition report -All leases need a written condition report.

We completed one, along with a video of the property.

We then ask that you complete your own written condition report after move in. (we do not conduct move in walk throughs)

We add your report to ours and we use them and the video to compare unit at move out.

## Contact Utility Connection Concierge



Please call (972) 332-1440 or schedule a convenient time with them directly by going to [www.citizenhomesolutions.com](http://www.citizenhomesolutions.com)

The Utility Connection Concierge will help identify all the available utilities to the rental unit. They can also assist in finding the best deals for local cable, internet, and cell phone services.

Dreading staying on hold for hours with utility companies and cable/internet providers? As part of your Benefits Package, our friends at Citizen Home Solutions will turn this hassle into a simple 10–15-minute conversation designed to create your accounts, schedule installation, and find you the best bargains available!

Pay Pro-rated rent & provide utility account numbers to HPP



**Costs:** On your approval notice, you should have been given a pro-rated rent and list of cost to move in. Those will need to be paid with check, cashiers' check, money order or E-Check transaction.

**Utilities:** we will need the account numbers for power (electricity), gas, and waste management.

Receive Keys & Access to property



Move in day is here!

Keys and access to the property-We encourage an appointment time:

Monday through Friday 9am-5pm pick up keys at our office 1010 Sylvan Way,  
Bremerton WA 98310

After hours and weekends- we can leave a lockbox at the property for you to access the keys.

## Complete a Written Condition Report & Return to HPP



Inspect the property!

You will receive a property condition report to complete at move-in. Please make walking through each room and documenting any irregularities a priority **BEFORE** you bring in your belongings. You have 3 days to complete and return to the office.