



RoomSimple, LLC
230 North Clemens Avenue
Lansing, MI 48912
517.214.1060
RoomSimple.com

MOVE-IN CHECKLIST

August 2007

Dear Tenant:

Greetings! On behalf of RoomSimple we would like to take this opportunity to welcome you to your new home. For your convenience we have put together this checklist of useful information. You can always access this information on our website in the future, but we suggest you keep this checklist handy for reference during the term of your lease.

Move-in

- Complete your Inventory Checklist (included in this packet and on our website) and return it to Jeff within seven days of the start of your lease.
- The prorated rent for the portion of the month between the first day of your lease and the first of the following month is due the DAY YOU MOVE IN. Your monthly rent is due on the first of each month thereafter. Please make sure you deliver it to Jeff on that day (at the address above). Remember to always pay your rent ON TIME. If your rent is 3 or more days late we will assess you for a 15% interest charge. This is non-negotiable and is set forth in your lease. Remember all rent checks should be made out to *RoomSimple, LLC*. Please also remember that we do not accept rent payments in cash.
- Sign up for utilities and lawn/snow service. This is your responsibility!
 - Board of Water and Light (electrical, water and sewer):
 - 800.493.8009
 - www.lbwl.com
 - Consumers Energy (gas heat, hot water)
 - 800.477.5050 (monday-friday, 7am-9pm; saturday 7am-7pm)
 - www.consumersenergy.com
 - Trash Removal
 - Granger
 - 517.371.9777
 - This is a flat fee for monthly service (\$13-\$16)
 - City Bags
 - You buy bags (5 for \$8) and put them out on the street on Tuesdays and the city takes them.
 - The bags can be purchased at Kroger, Meijer, and other such stores.
 - You do not have to sign-up, just buy the bags and put them on the curb on Tuesday.
 - City Collection
 - 517.483.4400



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- This is a flat fee for monthly service (\$10.40/mo +)
- <http://publicservice.cityoflansingmi.com/recycle/newsletter/200411GreenSheet3.pdf>
- Recycling
 - Free!
 - You obtain a green bin from the city and place it on the curb on Tuesdays.
 - There are strict rules about what can be recycled - read the following link for more information:
 - <http://publicservice.cityoflansingmi.com/recycle/recycle.html>
- Broadband and landline phone:
 - Ameritech: 800.244.2444
 - Comcast: 800.Comcast
- Superior Lawn and Snow – 517.676.1187
 - Remember, lawn and snow removal is your responsibility! If you do not take care of this obligation in a timely manner, the city of Lansing will fine you and RoomSimple will need to charge you to contract with a lawn/snow removal service.
- Always follow the rules and regulations included in your lease and in this checklist (you can also refer to http://roomsimple.com/tenant_info.html). Be respectful of your neighbors and your neighborhood, and please try to treat your RoomSimple house as if it were your own. We appreciate it and this will help increase the likelihood that you will receive your complete security deposit at the end of your lease term.
- RoomSimple will pay you a \$100 referral fee for providing us with future groups of tenants.

We want your stay at a RoomSimple home to be trouble free, safe and secure. If you have any questions that are not covered here in this packet or on our website, please contact our property manager, Cathy, at leonar81@msu.edu or 989-763-6898, Jeff at jclune@roomsimple.com or 517.214.1060 or Chris at cmcvety@roomsimple.com or 312.285.8044 / 312.207.6466 and we would be happy to assist you. Thanks for renting from RoomSimple!

Sincerely,
Chris and Jeff
RoomSimple, LLC