

Each group received this document filled out with their information at the lease signing.

Resident's Name(s): _____ See page one of the lease.

New Address: _____ See page one of the lease

In order to pick up your keys, we must have the following done prior to your Move-in inspection date/time. This time is typically scheduled at the lease signing and if so was listed on this filled out document.

1. First rent check of amount due This was calculated at the lease signing and listed on the document at that time payable to _____ See page one of the lease.
2. Provide us with a copy of your Declaration Pages. There are five things I am looking for on this document.
 - a. The document is the declaration pages no other document is accepted. It will say Declaration Pages on the top of the document.
 - b. The declaration pages have your name on them.
 - c. The declaration pages have your address you are renting from us on them.
 - d. Must be \$300,000.00 liability.
 - e. The entity that owns the property is listed as additional interest/insured. The entity is listed on page one of your lease.
3. Three (3) business days prior to your move-in date the Property Manager must have written verification that all utilities you are responsible for have been put in your name. This is a letter of confirmation from the utility companies. Nothing else is written verification. (NOTE: All utilities must stay in your name for the term of your lease).

Columbia Gas: 859-288-0200. Sample letter of confirmation is on our website. They will only fax. They say they will fax to us but the fax never comes to us. Make sure you have them fax to you or you can pick up at their location at 2001 Mercer Road, Lexington KY.

Kentucky Utilities: 859-255-0394. They will email to you and you can forward that email to me. Sample letter is located on our website.

Ky. American Water: 859-269-2386. They will email to you and you can forward that email to me. If we do water billing for your property you do not contact KAW.

LexServ: 888-987-8111. KAW gets you set up for Lexserv there is no need to call LexServ to set up.

You may need the following numbers for telephone and cable service. If additional wiring or jacks have to be installed it is the tenant's responsibility to pay for these costs. You will need written permission from Kaufmann Properties to drill any holes to complete the installation.

Windstream (telephone)	800-347-1991
Time Warner (cable)	859-514-1400

Thank you for renting with Kaufmann Properties. We look forward to having you as our tenant(s).