



## MOVE-IN INSTRUCTIONS

### UTILITIES/TRASH

- ✓ **For Albuquerque residents**, the water/trash/sewer bills from Albuquerque Bernalillo Country Water Utility Authority (ABCWUA) **remain in the owner's name** and cannot be transferred. The bill goes directly to the property address and you pay them directly. Should the City of Albuquerque shut off water or place a lien on the property due to non-payment by tenant, tenant will be assessed a \$100 administration fee by agent and will be fully responsible for payment to the city to re-instate services. The first bill you receive after your move in, please call our office to get your prorated amount. **This is for your first bill only after move in.**  
***NOTE: If you do not receive a bill within 30 days of move-in, please call Discovery 1 Realty.***
- ✓ **For Rio Rancho residents**, trash bills from Waste Management **remain in the owner's name** and cannot be transferred. You will add the current monthly rate along with your rent.
- ✓ **For Bernalillo residents**, the water/trash/sewer bills from the Town of Bernalillo must be transferred to the tenant's name.
- ✓ Your move in date and the transfer of utilities may not match. You may receive a notification of expenses due from Discovery 1 Realty with the amount owed.

### MAILBOX KEYS

- ✓ If you have a community mailbox, take your copy of the lease to your local post office. They will assign you a mailbox and provide you with a key.

### MOVE-IN CHECKLIST

- ✓ As part of your lease packet, you were given a green Rental Property Assessment Checklist. This checklist needs to be filled out in detail and returned to Discovery 1 Realty by the date indicated or within 14 days of lease start date. If this checklist is not returned, the tenant assumes responsibility for all past and current damages to the property.

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Tenant Print/Sign

Date

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Tenant Print/Sign

Date