

New Tenant Forms/Key Pick Up Checklist

Congratulations on your new home! We hope that you will enjoy your new residence. As the Property Manager for your rental home, we look forward to the opportunity to serve you.

The checklist below contains a list of items that are required in order to complete your file and help us manage your residence as effectively as possible.

Please complete, sign and return these forms, a copy of your renter's insurance policy and proof from each service provider that your utility accounts have been scheduled to begin service on your lease start date. You can send these items to our office via mail, email, fax or you may bring them with you to your scheduled key pick up appointment.

PLEASE NOTE-YOU WILL NOT BE ISSUED THE PROPERTY KEYS AND MAY INCUR FEES IF WE HAVE NOT RECEIVED ALL ITEMS LISTED BELOW!!

Tenant: TENANT NAME Property Address: ADDRESS

Item	Description	Received
1	New Tenant Contact Information Form Provides RPM with your contact information (address, email, phone, emergency contact, etc.)	
2	Security/Pet Deposit Payment Checks or Money Orders for your required Security Deposit and Pet Deposit. <u>If your move-in date is within 2 weeks these monies MUST be paid by certified funds!!</u>	
3	Megan's Law Form Provides tenants with resources that may be used by the tenant to identify registered sexual offenders.	
4	Copies of Driver's License or Other ID Copies of all tenant's IDs are required and kept on file.	
5	Renter's Insurance Policy RPM requires that all tenants obtain Renters Insurance to protect not only your personal belongings but also protect you financially against costly claims and lawsuits. Provide a copy of your insurance policy to RPM.	
6	List of Local Utility Service Providers Contact service providers to set up utility accounts as applicable to begin service on or before your lease start date. Provide documentation to RPM that all accounts have been established.	
7	Key & FOB Log This form will be completed by RPM to record all property keys, FOBs, parking passes, etc. that are issued to the tenants at your key pick up appointment.	
8	Property Move-In Inspection Form The Property Inspection Form is to be completed by you, describing the condition of the home at the time you took occupancy. <u>This is not a list of repairs requests to be done!</u> It is only for you to record the condition of the property upon your move-in however we will work with you to resolve any issues as quickly as possible. <u>This form must be returned to RPM within 10 days of your lease start date.</u>	To Do Item



RICHEY
PROPERTY MANAGEMENT, LLC

Tenant Information Form

**Primary
Contact**

Tenant #1:

Name: _____

Home Email: _____

Work Email: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Emergency
Contact: _____

Tenant #2:

Name: _____

Home Email: _____

Work Email: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Emergency
Contact: _____



MEGAN'S LAW NOTICE

The owner(s) make no representations with respect to any matters which may pertain to parcels adjacent to the subject parcel. You should exercise whatever due diligence you deem necessary with respect to information on any sexual offenders registered under Chapter 23 (S 19.2-387 et seq.) of Title 19.2, whether the owner proceeds under subdivision 1 or 2 of subsection A of S55-519. Such information may be obtained by contacting your local police department or the Department of State Police, Central Criminal Records Exchange at 804-674-2000 or www.vsp.state.va.us/vsp.html. Another useful site, which attempts to present the same information is www.familywatchdog.us.

The tenant(s) acknowledge receipt of a copy of this notice.

_____	_____
Tenant	Date
_____	_____
Tenant	Date
_____	_____
Tenant	Date
_____	_____
Tenant	Date

Use the online Tenant Portal to initiate one-time or recurring electronic payments.

Accessing the Tenant Portal

1. Navigate to richeypm.com using your web browser.
2. Click on the word “Tenants” on the left side of the screen.
3. Enter your email and password and click “Sign In” OR
4. Click the orange “Sign Up” button to request an account. A temporary password will be sent to your email address.

Please note – if the email address you enter does not match the one we have on file for you, approval may be delayed but should be received within one business day.

Enter/Change Account Information

1. Click on “My Rentals” in the blue bar at the top of the page.
2. Click on the orange “Payment Account” button in the middle of the page.
3. Enter or edit your payment account and save.

Enter a One-Time Payment

1. On the “My Account” or “My Rentals” page, click the orange “Make Payment” button in the middle of the page.
2. Enter a payment amount and click “Next”. Follow the prompts to complete the transaction.

Enter a Recurring Payment

1. On the “My Account” or “My Rentals” page, click the orange “Auto Payments” button in the middle of the page.
2. Review the information about Auto Payments and click “Schedule Auto Payment”.
3. Enter the payment information and click “Next”. Follow the prompts to complete the transaction.



TENANT PROPERTY KEY LOG

Property Address: _____

Tenant Name: _____

The following keys, fobs, passes & remotes have been issued to the Tenant by RPM:

	# Issued	Returned		# Issued	Returned
Front Door			Building Keys/FOB		
Back Door			Gate Keys		
Garage Door Keys			Storage Unit #-Keys		
Garage Opener			Storage Lock		
Garage Code			Parking Pass		
Mailbox #-Keys			Visitor Pass		
Fireplace Remote			Elevator Keys		
Ceiling Fan Remote			Fitness Facility		
Other			Pool Pass		

Notes: _____

Tenant Signature: _____ Date Issued: _____

RPM Signature: _____ Date Returned: _____



RICHEY

PROPERTY MANAGEMENT, LLC

PROPERTY INSPECTION FORM

Tenant(s): _____

Property Address: _____

Review the following items for cleanliness and functionality. Acceptable items may be marked with an "X" (if left blank, it will be assumed they were in acceptable condition). Describe dirty, damaged, or non-functioning items.

<u>Item Description</u>	<u>Move-in Condition</u>	<u>Move-Out Condition</u>	<u>Est. Cost to Cure</u>
<u>KITCHEN</u>			
Flooring/Carpets	_____	_____	\$ _____
Walls/Baseboards/Ceiling	_____	_____	\$ _____
Cabinets/Shelves/Counters	_____	_____	\$ _____
Drawers/Doors	_____	_____	\$ _____
Stovetop/Burners/Drip Pans	_____	_____	\$ _____
Hood: Filter/Fan/Bulb	_____	_____	\$ _____
Oven: Racks/Glass/Broiler Pan/Bulb	_____	_____	\$ _____
Refrig/Freezer: Racks/Drawers/Bulbs	_____	_____	\$ _____
Underneath Appliances	_____	_____	\$ _____
Fixtures/Bulbs/Switches/Socket	_____	_____	\$ _____
Sink/Under Sink/Disposal	_____	_____	\$ _____
Dishwasher	_____	_____	\$ _____
Windows/Tracks/Screens	_____	_____	\$ _____
Window Coverings	_____	_____	\$ _____
Other:	_____	_____	\$ _____
<u>DINING ROOM</u>			
Flooring/Carpets	_____	_____	\$ _____
Walls/Baseboards/Ceiling	_____	_____	\$ _____
Cabinets/Shelves/Counters	_____	_____	\$ _____
Drawers/Doors	_____	_____	\$ _____
Light Fixtures/Bulbs/Switches/Socket	_____	_____	\$ _____
Windows/Tracks/Screens	_____	_____	\$ _____
Window Coverings	_____	_____	\$ _____
Other:	_____	_____	\$ _____

<u>Item Description</u>	<u>Move-in Condition</u>	<u>Move-Out Condition</u>	<u>Est. Cost to Cure</u>
<u>LIVING/FAMILY ROOM</u>			
Flooring/Carpets			\$
Walls/Baseboards/Ceiling			\$
Cabinets/Shelves/Counters			\$
Drawers/Doors			\$
Light Fixtures/Bulbs/Switches/Sockets			\$
Window Coverings			\$
Other:			\$
<u>BATHROOM #1</u>			
Flooring/Carpets			\$
Cabinets/Shelves/Counters			\$
Drawers/Doors			\$
Light Fixtures/Bulbs/Switches/Sockets			\$
Window Coverings			\$
Toilet/Shower/Tub			\$
Other:			\$
<u>BATHROOM #2</u>			
Flooring/Carpets			\$
Cabinets/Shelves/Counters			\$
Drawers/Doors			\$
Light Fixtures/Bulbs/Switches/Sockets			\$
Window Coverings			\$
Toilet/Shower/Tub			\$
Other:			\$
<u>BEDROOM #1</u>			
Flooring/Carpets			\$
Walls			\$
Baseboards			\$
Ceiling			\$
Cabinets/Shelves/Counters			\$
Drawers/Doors			\$
Light Fixtures/Bulbs/Switches/Sockets			\$
Window Coverings			\$
Closets			\$
Other:			\$
<u>BEDROOM #2</u>			
Flooring/Carpets			\$
Walls			\$
Baseboards			\$
Ceiling			\$
Cabinets/Shelves/Counters			\$
Drawers/Doors			\$
Light Fixtures/Bulbs/Switches/Sockets			\$
Window Coverings			\$

Closets	_____	_____	\$ _____
Other:	_____	_____	\$ _____

Item Description	Move-in Condition	Move-Out Condition	Est. Cost to Cure
BEDROOM #3			
Flooring/Carpets	_____	_____	\$ _____
Walls	_____	_____	\$ _____
Baseboards	_____	_____	\$ _____
Ceiling	_____	_____	\$ _____
Cabinets/Shelves/Counters	_____	_____	\$ _____
Drawers/Doors	_____	_____	\$ _____
Light Fixtures/Bulbs/Switches/Sockets	_____	_____	\$ _____
Window Coverings	_____	_____	\$ _____
Closets	_____	_____	\$ _____
Other:	_____	_____	\$ _____

MISCELLANEOUS			
Heater/Hot Water Heater	_____	_____	\$ _____
Air Conditioner	_____	_____	\$ _____
Electrical/Gas/Plumbing	_____	_____	\$ _____
Smoke Detector	_____	_____	\$ _____
Doorbell	_____	_____	\$ _____
Other	_____	_____	\$ _____

EXTERIOR			
Driveway/Stains	_____	_____	\$ _____
Screens/Storm Door	_____	_____	\$ _____
Front Door/Back Door	_____	_____	\$ _____
Light Fixtures/Bulbs	_____	_____	\$ _____
Other	_____	_____	\$ _____

I/We the Tenant(s) of the above mentioned leased premises do hereby understand that this inspection report is intended as protection from liability for the condition of the leased premises and becomes part of my rental file. It will be used to compare the condition of the leased premises upon move-out. I accept the unit as-is if I do not return this form to Richey Property Management within 10 days of the lease begin date. I understand that the cost to cure and damages or discrepancies not indicated on this form may be deducted from my/our security deposit.

Signed: _____

Date: _____

Regional			
Emergency	Fire, Police, Rescue	911	n/a
Poison Center	National Capitol Poison Center	800-222-1222	www.poison.org
Radon Information	Virginia Dept. of Health	800-468-0138	http://www.vdh.virginia.gov/epidemiology/radiologicalhealth/Radon/
Electric Svc.	Dominion Virginia Power	888-667-3000	www.dom.com
Electric Svc.	NOVEC - Northern Virginia Electric Co-op	703-335-0500	http://www.novec.com/
Gas Svc.	Columbia Gas	800-543-8911	http://www.columbiagasva.com/
Gas Svc.	Washington Gas	703-750-1000	www.washgas.com
Telephone Svc.	Verizon Telephone	800-837-4966	www.verizon.com
Newspaper	Washington Post	202-334-6100	www.washingtonpost.com
Newspaper	Washington Times	202-636-3333	www.washingtontimes.com
Satellite TV	DirecTV	888-777-2454	www.directv.com
Satellite TV	DISH Network Satellite	888-825-2557	www.dishnetwork.com
Transportation	Metrorail & Metrobus	202-637-7000	www.wmata.com
Transportation	Virginia Railway Express	800-784-1001	www.vre.org
Transportation	Fairfax Connector	703-324-7329	www.fairfaxconnector.com
Trash & Recycling	AAA Rainbow	703-818-8222	www.aaatrash.com
Trash & Recycling	American Disposal Services	703-368-0500	www.american-disposal.com

Alexandria City			
General Information	Alexandria City Government	703-746-4000	http://alexandriava.gov/
Police Non-Emergency	Alexandria Police	703-838-4444	http://alexandriava.gov/police/
Voter Registration	Alexandria City Registrar	703-747-4050	http://alexandriava.gov/Elections
Vehicle Registration	Alexandria City Fin. Dept.	703-746-4000	https://cheyenne.alexandriava.gov/finance/vehicle/registration.php
School Information	Alexandria City Public Schools	703-824-6600	http://www.acps.k12.va.us/

Water & Sewer	Virginia American Water Company	800-452-6863	www.vawc.com
Cable Tv Svc	Comcast Cable	703-823-3000	www.comcast.com

Arlington County

General Information	Arlington County Government	703-228-3000	www.co.arlington.va.us
Police Non-Emergency	Arlington Police	703-558-2222	www.co.arlington.va.us/police
Voter Registration	Arlington County Government	703-228-3456	http://www.arlingtonva.us/departments/VoterRegistration/VoterRegistrationMain.aspx
Vehicle Registration	Arlington County Dept. of Taxation	703-228-3135	http://www.arlingtonva.us/departments/CommissionerOfRevenue/CommissionerOfRevenueVTRegistrationForms.aspx
School Information	Arlington County Public Schools	703-228-6000	www.arlington.k12.va.us
Water & Sewer	Arlington County Government	703-228-3000	http://www.arlingtonva.us/departments/EnvironmentalServices/uepd/EnvironmentalServicesWss.aspx
Cable TV Svc	Comcast Cable	703-823-3000	www.comcast.com

Fairfax City

General Information	Fairfax City Government	703-385-7855	www.fairfaxva.gov/
Police Non-Emergency	Fairfax City Police	703-385-7960	www.fairfaxva.gov/Police/Police.asp
Voter Registration	Fairfax City Government	703-385-7890	www.fairfaxva.gov/Registrar/GeneralRegistrar.asp
Vehicle Registration	Fairfax City Government	703-385-7900	http://www.fairfaxva.gov/automobiles/decals.asp
School Information	Fairfax City Public Schools	703-385-7911	http://www.fairfaxva.gov/school/school.asp

Water & Sewer	Fairfax City Water	703-385-7920	www.fairfaxva.gov/Utilities/Utilities.asp
Cable TV Svc	Cox Communications	703-378-8400	www.cox.net

Fairfax County

General Information	Fairfax County Government	703-324-7329	www.fairfaxcounty.gov
Police Non-Emergency	Fairfax County Police	703-691-2131	www.fairfaxcounty.gov/police
Voter Registration	Fairfax County Government	703-222-0776	http://www.fairfaxcounty.gov/eb/vregis.htm
Vehicle Registration	Fairfax County Dept. of Taxation	703-222-8234	http://www.fairfaxcounty.gov/dta/RegistrationPreface.htm
School Information	Fairfax County Public Schools	571-423-4440	www.fcps.edu
Water & Sewer	Fairfax County Water Authority	703-698-5600	www.fairfaxwater.org
Cable TV Svc	Cox Communications	703-378-8400	www.cox.com/fairfax
Radon Info	Fairfax County Government	703-246-2541	www.fairfaxcounty.gov/hd/air/radon.htm

Falls Church City

General Information	Falls Church City Government	703-248-5071	www.fallschurchva.gov
Police Non-Emergency	Falls Church Police	703-241-5053	http://www.fallschurchva.gov/Content/Government/Departments/PublicSafety/PoliceDept/PoliceMain.aspx?&cnlid=673
Voter Registration	Falls Church City Government	703-248-5085	http://www.fallschurchva.gov/Content/Government/Voting/RegistrarVoters.aspx?&cnlid=1189
Vehicle Registration	Falls Church City Dept. of Taxation	703-248-5019	http://www.fallschurchva.gov/Content/Government/Departments/COR/VehicleRegistration.aspx?&cnlid=1215
School Information	Falls Church City Public Schools	703-348-5600	www.fccps.k12.va.us

Water & Sewer	Falls Church City Water & Sewer	703-248-5070	http://www.fallschurchva.gov/Content/Government/Departments/AdminServ/Customerserv.aspx?&cnlid=1080
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Town of Herndon

General Information	Town of Herndon	703-435-6800	www.herndon-va.gov
Police Non-Emergency	Herndon Police	703-435-6846	www.herndon-va.gov/content/public_safety
Voter Registration	Fairfax County	703-222-0776	http://www.fairfaxcounty.gov/eb/vregis.htm
Vehicle Registration	Town of Herndon Fin. Dept.	703-435-6813	www.herndon-va.gov
School Information	Fairfax County Public Schools	703-246-2502	www.fcps.k12.va.us
Water & Sewer	Fairfax County Water Authority	703-698-5800	www.fcwa.org
Cable TV Svc	Cox Communications	703-378-8400	www.cox.com

Town of Leesburg

General Information	Town of Leesburg	703-777-2420	www.leesburgva.org
Police Non-Emergency	Leesburg Police	703-771-4500	www.leesburgva.org/services/police
Voter Registration	Loudoun County Registrar	703-777-0380	http://www.loudoun.gov:80/Default.aspx?tabid=530
Vehicle Registration	Town of Leesburg	703-777-2420	http://www.leesburgva.gov/index.aspx?page=901
School Information	Loudoun County Public Schools	571-252-1000	www.loudoun.k12.va.us
Water & Sewer	Town of Leesburg	703-771-2750	http://www.leesburgva.gov/index.aspx?page=183
Cable TV Svc	Adelphia Cable	800-522-2588	www.adelphia.com/cable

<u>Loudoun County</u>			
General Information	Loudoun County Government	703-777-0100	www.co.loudoun.va.us
Police Non-Emergency	Loudoun County Sheriff's Office	703-777-1021	http://inter4.loudoun.gov:80/Default.aspx?tabid=813
Voter Registration	Loudoun County Registrar	703-777-0380	http://www.loudoun.gov:80/Default.aspx?tabid=530
Vehicle Registration	Loudoun County Treasurer	703-777-0100	http://inter4.loudoun.gov:80/Default.aspx?tabid=1052
School Information	Loudoun County Public Schools	571-252-1000	www.loudoun.k12.va.us/
Water & Sewer	Loudoun Sanitation Authority	571-291-7880	http://www.loudounwater.org/
Cable TV Svc	Adelphia Cable	800-522-2588	www.adelphia.com/cable

<u>Manassas City</u>			
General Information	Manassas City Government	703-257-8200	www.manassascity.org
Police Non-Emergency	Manassas City Police	703-257-8000	http://www.manassascity.org/index.aspx?nid=17
Voter Registration	Manassas City Government	703-257-8230	http://www.manassascity.org/index.aspx?NID=72
Vehicle Registration	Manassas City Comm. of Rev.	703-257-8222	http://www.manassascity.org/index.aspx?NID=108
School Information	Manassas City Schools	571-377-6000	www.manassas.k12.va.us
Water & Sewer	Manassas City Government	703-257-8219	http://www.manassascity.org/index.aspx?nid=77
Electric Services	Manassas City Government	703-257-8245	http://www.manassascity.org/index.aspx?NID=77
Cable TV Svc	Comcast Cable	703-368-4227	www.comcast.com

<u>Manassas Park City</u>			
General Information	Manassas Park City Government	703-335-8800	www.cityofmanassaspark.us
Police Non-Emergency	Manassas Park City Police	703-361-1136	www.manassasparkpolice.com
Voter Registration	Manassas Park City Registrar	703-335-8806	http://www.cityofmanassaspark.us/Public_Documents/ManassasParkVA_Registrar/index
Vehicle Registration	Manassas Park City Comm. Of the Rev.	703-335-8825	http://www.cityofmanassaspark.us/Public_Documents/ManassasParkVA_Revenue/index
School Information	Manassas Park City Schools	703-335-8850	www.mpark.net
Water & Sewer	Manassas Park City Public Works	703-335-0881	http://www.cityofmanassaspark.us/Public_Documents/ManassasParkVA_DPW/index
Electric Services	NOVEC – Northern Virginia Electric Co-Op	703-355-0500	www.novec.com
Cable TV Svc	Comcast Cable	703-368-4227	www.comcast.com

<u>Prince William County</u>			
General Information	Prince William County Government	703-792-6000	www.co.prince-william.va.us
Police Non-Emergency	Prince William County Police	703-792-6500	http://www.pwcgov.org/Default.aspx?topic=040074
Voter Registration	Prince William County Government	703-792-6470	http://www.pwcgov.org/default.aspx?topic=010022
Vehicle Registration	Prince William County Dept. of Fin.	703-792-6710	www.co.prince-william.va.us
School Information	Prince William County Public Schools	703-791-7200	www.pwcs.edu
Water & Sewer Svc.	Prince William County Svc. Authority	703-335-7900	www.pwcsa.org
Cable TV Svc	Comcast Cable	703-730-2225	www.comcast.com

<u>Town of Vienna</u>			
General Information	Town of Vienna Government	703-255-6300	www.viennava.gov
Police Non-Emergency	Vienna Police	703-255-6366	http://www.viennava.gov/Town_Departments/Police.htm
Voter Registration	Fairfax County Government	703-222-0776	http://www.fairfaxcounty.gov/eb/vregis.htm
Vehicle Registration	Vienna Dept. of Fin.	703-222-8234	www.viennava.gov/Town_regulations/vehicle_reg.htm
School Information	Fairfax County Public Schools	571-423-1000	www.fcps.edu
Water & Sewer Svc.	Town of Vienna Water & Sewer Services	703-255-6381	http://www.viennava.gov/Town_Departments/Public_Works.htm
Cable TV Svc	Cox Communications	703-378-8400	www.cox.com