Inverness Apartments Move in Check List

 Important Numbers

Inverness Apartments 620-200-8867

Emergency 620-966-0246

After Hours 620-966-0246

Maintenance requests: Kellyannelanham@gmail.com

Utilities

* Electric
	+ Westar Energy
		- 1-800-383-1183
		- Please email confirmation number to Kelly Anne before moving in
* Cable
	+ Cox Communications is the easiest cable and internet provider
	+ You are welcome to explore other cable and internet options but dishes or other devises cannot be attached to the building

Maintenance

Upon moving in everything will be in working condition it is your responsibility to maintain this.

* Toilets/Sinks/ Bathtubs
	+ Any clogs are to be taken care of by the Tenant or by calling a plumber
* Washer/Dryer
	+ Please call maintenance if you have any issues with the washer or dryer. Tenants will be charged the repair fee if it is determined that the problem was caused by the tenant
* Appliances
	+ Please call maintenance if you have any issues with the kitchen appliances. Tenants will be charged the repair fee if it is determined that the problem was caused be the tenant
		- Refrigerator Filter
			* The Refrigerator Filter will be new upon move in, it is the tenant’s responsibility to replace the filter as needed
* Heating and Air Systems
	+ Please call maintenance if you have any issues with the Heating and Air Systems. Tenants will be charged the repair fee if it is determined that the problem was caused be the tenant
		- **Air Filters 14x18x1**
			* It is extremely important that Air Filters are changed on a regular basis (every 2 – 3 months)
			* If damage occurs to the unit because Filters were neglected then Tenants will be charged the repair or replacement fee
* Interior Lights
	+ All Light Bulbs will be working upon move in, it is the Tenants responsibility to maintain this
* Exterior Light
	+ The exterior fixture outside your door is your responsibility please make sure the bulb is replaced if it burns out

General

* Trash
	+ Trash is to be taken to the dumpster on the South End of the complex, trash left out for multiple days will be removed and there will be a removal fee
* Porch / Balcony
	+ Tenants are welcome to put furniture, bbq’s, potted plants and seasonal decorations on their porches / balcony’s, however this area is not intended to be additional storage
* Parking
	+ The complex does not have assigned parking and there are only enough spaces for tenants. If you have guests staying overnight please encourage them to park across the street at the park/tennis court lot

Apartment # \_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_ Tenant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_