



New Tenant Move In Information

1. Please allow up to 72 business hours from submittal of application for your approval.
2. If move-in exceeds 14 days from time of application approval, you will be required to make an additional \$300.00 earnest deposit to be credited towards move-in, and must move in within 30 days approval or earnest money will be forfeited and property put back on vacancy list.
3. Please be sure to have ALL utilities turned on in your name prior to lease being signed and key release. In order to possibly avoid deposit with most utility companies, obtain letter of credit from current utility company.
4. Finalize your lease At: **Metropolitan Real Estate**
4500 N. 32nd Street Suite 200' Phoenix, AZ 85018
CROSSROADS ARE 32ND STREET & CAMPBELL BETWEEN CAMELBACK & INDIAN SCHOOL
5. Call ahead before picking up keys with Nic Silvester. Please specify that you are a new tenant & give us the address of rental and date of expected move in.
6. All Rents are to be paid in Certified Funds only (cash, cashier's check or M.O.) Please make out all certified funds to Metropolitan Real Estate. For your convenience you may deposit your rent payments at any Bank of America Branch by using the deposit slip provided to you. Be certain that your name and unit number is on that deposit slip to assure that your account is credited.

24 Hour Emergency Hot Line	602-912-9000	Metropolitan	602-912-9000
APS	602-371-7171	Maintenance (Leonard)	Ext. 809 Leonard@metrowb.com
AT&T	1-800-222-0300	Tenant and Legal Advisor (Maria)	Ext. 810 maria@metrowb.com
MCI	1-800-950-5555	Metropolitan's Email Address	service@metrowb.com
Avondale Water	623-478-3230	Qwest	1-800-244-1111
Buckeye Water	623-386-4691 XT 262	Southwest Gas	602-861-1999
Cox Communication	602-277-1000	SRP	602-236-8888
Customer Service	602-912-9000	Surprise Water	623-875-4290
Citizens Unity Water	623-876-4020	Tempe Water	480-731-8361
Goodyear Water	623-932-3015	Phoenix Water	602-262-6251
Glendale Water	623-930-3190	Peoria Water	623-773-7160
Litchfield Park Water	623-935-9367	Scottsdale Water	480-994-2461
Mesa Water	480-644-2221	US Post Office www.usps.com	1-800-275-8777

Important rent Information

Move In Amount: \$ _____ Address: _____ Rent Amount: \$ _____

When is my Rent Due?	1st of Each Month	Late charges of \$25.00 per Day if paid after 3rd You risk eviction for failure to pay all of your rent by the 10th of the month
Where can I pay my Rent?	Any Bank of America Branch or At Our Office at 4500 North 32nd Street Suite 200	You MUST Put your Address and Name on your Deposit. We Will not be able to credit your account with out that information and you risk Being Charged Late Fees
Can I pay my Rent by Check?	Unfortunately Not.	We Accept Only Cash, Money Order, or Direct Deposit
Home Owners Association	You must correct Violation or Risk Fines	You are responsible to pay all fines assessed for violations
Metro's Office Hours	9:00 AM to 5:00 PM Monday to Friday	Contact our Emergency Number for after Hours
Occupant Changes	Management must be notified	
When should I use Emergency Number	Any thing to Do with Water Damage	Contact 911 For Fire Emergency
Who does Maintenance on Home	You are Responsible	Non Covered items you will be charged \$65 per hour.
Move Out	Notify Us 30 Days in Advance	Schedule Final Walk Thu and Key Return with Office
Pets	Allow with Deposit Only	
How do I extend my Lease	Contact our Office 30 Days prior to termination date	



24 Hour Contact Number

Rental Payment, Maintenance Issues | Emergency Hot Line

602-912-9000 Office | **602-912-9478** Fax