

# Move in Procedures with Lockbox Access



The purpose of this form is to offer step by step procedures and reminders for new tenants to access their home through our installed lockbox.

Tenants are required to PAY RENT prior to being allowed access to the home via lockbox combo. Online is fastest: <https://app.propertyware.com/pw/portals/empireindustriesllc/tenant.action>

## Taking Possession of the Home:

- 1) Look for Balance of Keys and Garage / Gate Remotes in one of the Kitchen Drawers
- 2) Fill out and return the Inventory and Condition Form within three (3) days
- 3) Transfer all Utilities into Tenants Name prior to move in
- 4) Do not remove lockbox from Door or Hose Bib! Tenant will be charged Trip Fee if Lockbox is removed after access is granted.
- 5) Within 1-3 business days of move in, Texas Rekey will contact the tenant to arrange for the state required lock change with tenant present.

Texas ReKey - 713-571-1500

[orders@rekey.com](mailto:orders@rekey.com)

- 6) OPTIONAL: Contact PROS for a Third Party Home Assessment Inspection

Cost: \$89.00

PROS: 512-600-3376

[www.OnSightPros.com](http://www.OnSightPros.com)

By the acknowledgement of this form, the tenant agrees and will comply with all the above terms in exchange for the convenience of lockbox access at move in.

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Tenant Name

\_\_\_\_\_  
Date

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