



Things to do prior to move in day:

Thank you for choosing to live with Wright Hurd Properties! We look forward to working with you as you enjoy your new home.

Please check your lease carefully to determine your exact move-in date.

Your keys and move-in packet will be available for pick up at our main office on your specific lease starting date. If you are unable to pick up keys that day we always appreciate a call or email to let us know when we may expect you.

We want to make the move in process as quick as possible for everyone. We know that moving can be very stressful so here are a few reminders to help make the process go smoothly:

Your keys will be ready after 10AM on your lease start date.

- **Please plan on being in the office at least 5-10 minutes to review important move in documents.**
- **We unfortunately are not open on the weekends, so please plan your key pick up accordingly.**
- **Wright Hurd Properties will give all of the key(s) to one group resident to disperse to other roommate**
- **Wright Hurd Properties strongly suggest that you obtain renters insurance to protect you and your property.**
- **You also need proof that your utilities (water, power and gas) have been established in your name prior to picking up your keys.**
Alabama Power 1-800-245-2244
City of Tuscaloosa Water Department 1-205-248-5500
Spire Gas 1-800-292-4008
- **Make an appointment for your cable/internet installation**
Comcast 1-800-934-6489 during fall move in time Comcast is extremely busy. Make an appointment early.

If you need to have a representative (someone who is not on the lease) pick up your keys for you, you will need to submit that request in writing to our office PRIOR to your lease start date.

- **Please remind your representative to bring a photo ID with them.**
- **You will also need to confirm with our office that your security deposit, fees and rent have been paid in full before anyone comes to obtain the keys.**

In order to obtain your keys once you are at our office, we will need to verify your identity and that your security deposit and first & last month's rent have been paid in full.

- **Please bring a photo ID with you.**

- Accepted payments in person are via check or money order (we do not accept cash or credit cards)
- If your lease starts on a day other than the 1st of the month, you will have a pro-rated rent amount due, please check your lease for this specific amount.

Important Information about Rental Payments:

- Please be mindful that rental payments are due on the 1st of each month. A late fee will be assessed on the 6th per your lease agreement. (It is your responsibility to make sure your rental payment is made on time.) Late fees are 10% of the total rent.
- There is an after-hours drop box at our office for your convenience. It is located in the front door, and is marked “**Rent Drop**”.
- When paying by check please submit only one payment per apartment or house.
- When paying by check or money order, please make sure to indicate your apartment or house address on the rental payment in the memo line.
- We unfortunately do not accept cash.

A copy of your lease is attached to this. You will need a copy of it to accomplish some of these requirements. Please keep this in a safe place until needed.

Our office hours are Monday / Tuesday / Thursday 10-4 and Wednesday / Friday 10-12.

Phone: 205-345-7333

Amy’s email: amym.wrighthurd@gmail.com

Office Address: 1418 Greensboro Avenue Suite B, Tuscaloosa, AL 35401

NEW TENANT PORTAL:

http://resident.whurdprp_133824.propertyboss.net/

Sign in to set up a tenant portal to make rental payments and work order request.