

Tranquil Properties LLC

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636-277-9709



MOVE IN CHECKLIST

STEP 1: Apply for Credit Report

There is a fee of \$30 per adult.* Once we have made sure that you can afford the property and have no criminal history, we will contact you to let you know that you qualify to lease our property.

STEP 2: Sign Rental Agreement and Submit Security Deposit

A copy of a personalized rental agreement will be sent when you qualify for the lease. You will need to print it out, sign it, and return a copy to the email address above. Please include a copy of your Driver's License or photo page of your passport in this email. The security deposit is due at this time*. Once the contract and deposit have been received, the property will be reserved for you.

STEP 3: Set Up Services

Renter's Insurance

This can be obtained from any insurance company that you choose; however, we recommend using the same agent with which we insure the property - Kathy Kilo-Peterson State Farm [636-561-6460](tel:636-561-6460). Make sure to list Tranquil Properties LLC as an additional interest on the policy.

Electric Service

As soon as you have a completed lease, contact Cuivre River Electric at [800-392-3709](tel:800-392-3709). They will need to verify your information prior to setting up an account for you. Your electric service should switch to your name on or before the day you move into the property.

Cable Service

For Internet and/or TV services please contact Charter/Spectrum at 866-513-4900 or visit <https://www.thecharterbundle.com/Missouri/O-Fallon-MO-63368>.

Address Change

Your finalized lease can be used to prove change of address. The post office is located at 401 Church St, O'Fallon, MO 63366.

STEP 4: Submit 1st Rental Payment

Before you may receive the keys to the property, you must submit your payment for the first month's rent and provide proof that you have obtained your electric service and renter's insurance policy.

STEP 5: Welcome Walk Through

Our representative will walk through the property with you to note any defects that may exist previous to your lease, so that you will not be held responsible for them. He will also explain what maintenance you should regularly handle in order to keep the property in good condition during your residence. Any questions or concerns that arise after this initial walk through should be communicated directly with Tranquil Properties LLC.

* All payments must be made electronically. Please choose 'send money to an email address' in your online/mobile banking, and send money to Tranquil Properties at staff@tranquilprop.com. If your bank does not provide this option, please contact us at the same email address.