MOVE-IN CHECKLIST

Use the checklist below as a guide for what needs to be completed prior to your move in day. **You must have ALL steps completed before you arrive for move-in, or you will be asked to come back once everything is completed.**

In this interactive document you can check off the steps in their check boxes. Click the buttons to watch specific tutorials in the How To Video and click on underlined links to read articles or send an email. If you have any questions, email us at leasing@ramblercolumbus.com.

To-Do List

- ☐ Confirm Unit & Roommate(s)
- ☐ Confirm Move-In Time Assignment
- ☐ Sign in to the Resident Portal
- ☐ Complete Lease & Guarantor Paperwork
- ☐ Pay Balance Owed
- ☐ Submit Proof of Renter's Insurance & Photo ID
- ☐ Register Pets (If Applicable)
- ☐ Update Vehicle Information (If Applicable)
- ☐ Download Ladder
- ☐ Download CasaPerks

CONFIRM UNIT & ROOMMATE(S)

You should have received an email with confirmation of your unit and bedroom assignment, as well as your roommate contact information. If you have not received an email, please contact the leasing office.

SIGN UP FOR YOUR MOVE-IN DAY

We are pleased to offer White Glove Move-In on August 20 & 21. Please complete the form sent to your email to select your preferred move-in day. There will be NO move-in assistance on any other day.

CONFIRM MOVE-IN TIME ASSIGNMENT

You will receive an email with your assigned move-in time. Please plan to arrive during your allotted move-in time. In order to keep move-in day moving as smoothly as possible, we will not be able to accommodate you outside of your assigned move-in time.

SIGN IN TO THE RESIDENT PORTAL

1. Visit our Resident Portal. You can find this at the top right of the website page.
2. You will log in using the same email and password that you used when originally signing your lease with the property. If you get an error, please create a new login using the email with which you applied to Rambler. If you are unable to log in, please contact the leasing office.

HOW TO VIDEO LINK

COMPLETE LEASE & GUARANTOR PAPERWORK

Please make sure that your lease and guarantor forms are completed prior to arrival on Move-In Day. If these are not completed prior to arrival, you will not be allowed to move in during your move-in time slot.

- Note: Guarantors will have their own resident portal and login information.

1. Log into your resident portal. You will see the Move-In Checklist page upon logging in.
2. Click into the "Sign Unsigned Documents" tab to view all documents. Any outstanding paperwork that needs a signature will be under the "Needs Action" tab.

HOW TO VIDEO LINK

PAY BALANCE OWED

Rental installments and monthly fees are due by the first of each month and are considered late on the 4th.

1. Log into your resident portal. You will see the Move-In Checklist page upon logging in.
2. Click the "Payments" tab to see any balances owed. These will include the following:
    - August Monthly Installment and Premiums - Varies
        - This will be posted to your account on August 1st. This should be paid by your Move-In Day.
    - Utility Setup Fee (one-time) - $72
    - Administrative Fee (one-time) - $200
    - Security Deposit (refundable) - $100
    - Pet Deposit (non-refundable)* - $300
      *if applicable
    - August Monthly Pet Rent* - $25
      *if applicable
    - Parking* - $150
      *if applicable
3. You will have the option to add a payment method to clear any balances on the account.

- Please note that an e-check will take a few days to process on your account, just like a physical check.
- Also note, there is a $7.95 convenience fee for debit card payments, a $1.95 fee for eCheck, and a 3% fee for credit card payments. We do not accept physical payments like a check or cash.

HOW TO VIDEO LINK

Read our article What Fees Should I Expect to Pay When I Sign a Lease at Rambler? to view all fees and payments you will be subject to when you sign a lease at Rambler.

SUBMIT PROOF OF RENTER'S INSURANCE & PHOTO ID

We require all of our residents to have renter's insurance that provides $100,000 in liability and has the resident listed as insured through the policy. You can upload proof of renter's insurance to your resident portal or email proof of insurance to our leasing team.

If you do not provide renter's insurance, you will be automatically enrolled in our Master Policy by HomeBody, our liability waiver program, and billed a small monthly fee as outlined in your lease agreement. You can provide proof of renter's insurance any time throughout your lease and this expense will be removed from your account.

Renter's Insurance vs. Liability Waiver Program

Unlike renter's insurance, mitigated risk does not cover any loss or damage to personal belongings. Read our article on Renters Insurance vs. Liability Waiver Program to learn more about the importance of renter's insurance for personal belongings and differences in coverage.

Upload Photo ID

1. Log into your resident portal. You will see the Move-in Checklist page upon logging in.
2. Click on the option to upload your photo ID.
3. Alternatively, you can email a copy of your photo ID to leasing@ramblercolumbus.com.

REGISTER PETS (IF APPLICABLE)

If you're planning to bring a pet, but have not registered them yet, please reach out to us via text at 614-465-3513 or email us at leasing@ramblercolumbus.com to request a pet addendum.

UPDATE VEHICLE INFORMATION (IF APPLICABLE)

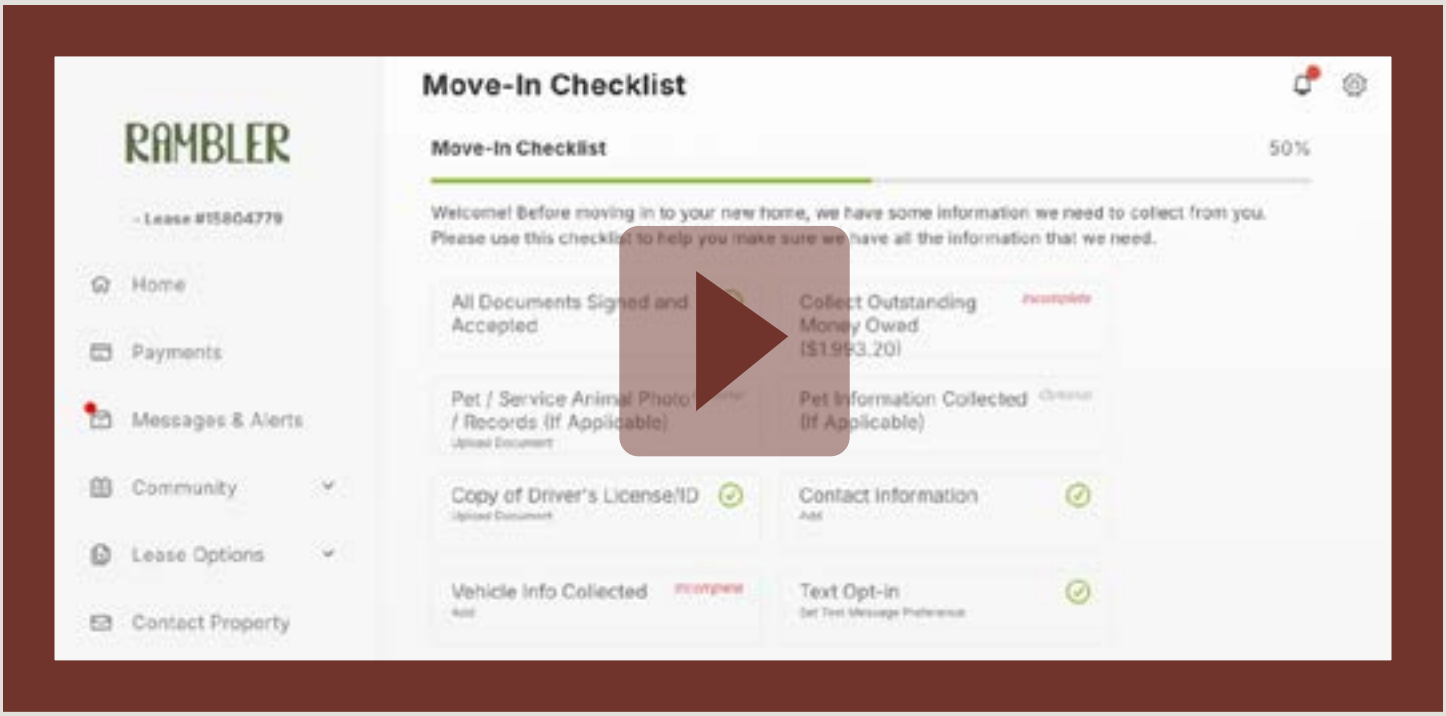
If you've secured parking, please update your vehicle information in your Entrata ResidentPortal under "Parking". Please note that parking is only guaranteed if you have signed a parking addendum with your lease agreement.

HOW TO VIDEO LINK

OPT IN TO PROPERTY COMMUNICATION

Make sure your contact information is up to date and that you're opted in to all property communication. Click on Text Opt-In and make sure Maintenance Updates, Property Marketing, and System Notifications are all turned on so that you know about all resident events and programming! Finally, accept the terms & conditions for text messaging and click Save Preference.

HOW TO VIDEO LINK

HOW-TO VIDEO

Click below to watch the video and see how to use your resident portal in real-time. Although this doesn't show the Rambler Athens website, the process and your portal set-up is the same.