



INVESTMENT SERVICES, INC.
RESIDENTIAL & COMMERCIAL REAL ESTATE MANAGEMENT

MOVE-IN INFORMATION

Utilities

You must contact the utility company 24 hours before you take possession of your home. Failure to put utilities in your name within 24 hours will result in the delay of your move-in date. You must phone our office immediately with the confirmation number(s) prior to move-in.

Electric/Gas/Garbage

Eugene Water and Electric (EWEB)	541-485-7000
Springfield Utility Board (SUB)	541-746-8451
Northwest Natural Gas	541-342-3661
Emerald Peoples Utility Board (EPUD)	541-746-1583
Blachly-Lane	541-688-8711
Lane Electric Coop	541-484-1151
Junction City Water/Garbage	541-998-2153
Pacific Power	888-221-7070
Garbage (In depended service in Eugene)	
Sanipac (exclusive to Springfield)	541-736-3669
Apex	541-998-1593

Rent

Please make your rent payments payable to: (We do not accept cash)

JLT Investment Services, Inc.

330 River Road

Eugene OR 97404

Rent is due in our office and payable on the first day of each month. Payment must be in the form of a personal check, cashier's check or money order. You must notify JLT Investment Services, Inc. immediately if you foresee some unusual circumstances arising which may prevent you from paying your rent on time. We will help your establish a reasonable date upon which the rent must be paid. IF the rent is not paid on or before said date, we will take the appropriate legal action.

Rent payments not received by the first of the month are delinquent, which is in violation of the rental agreement and constitutes grounds for eviction. Any rent payment accepted after the 4th of the month must be accompanied by the late fee stated in your rental agreement. Therefore on the 5th of the month, full rental amount is due PLUS the \$50.00 late fee.

330 RIVER ROAD * EUGENE, OREGON 97404

PHONE: (541) 485-6606 * FAX: (541) 688-5413

EMAIL: JLTPROPERTYMANAGEMENT@COMCAST.NET

Resident who pay by personal check will be assessed \$30.00 for bank service charge if the check is returned by the bank for non-sufficient funds (NSF)

After two bounced checks, you will be required to pay by money order or cashier's check for six months in order to resume payment by personal check.

Renters Insurance

As a renter, you are responsible for obtaining your own Personal Property and Liability Insurance. We are not responsible for any damages, loss to your personal property or personal injury to you, family or guests. Therefore we strongly recommend you contact your insurance agent regarding coverage.

Occupancy

It is our policy that a guest staying with you longer than 7 days is no longer a guest but a roommate. This person will need approval from JLT Investment Services, Inc. by filling out an application and paying an application fee and be screened. This is necessary so that we know who we have living in the property.

Pre-Condition Move-in Check list

A move-in condition report is given at time of signing the agreements and you have 5 days from move in to present this to us. We ask that as you are moving in you note on this page any stains, holes, tears, scratches, broken anything you'd like us to be aware existed prior to your move-in.

Pet Policies

No animals may be kept on the property without management's written authorization, and that includes animals that belong to your guest. If your pet is not specifically mentioned on your original rental agreement, you would need to have advance written permission from JLT Investment Services, Inc. to add any pet. If we allow you to add a pet, you will have to pay an additional deposit or an additional security deposit. We do not allow kittens, puppies, as well as certain breeds and or any mix of breeds, and sizes of dogs; such as Pit Bulls, Rottweiler, Dobermans, or German Shepherds.