



PO Box 418 / 14080 Mill Street, Guerneville, CA 95446  
(707)869-0623 / Fax (707)869-1739  
[www.dandgequity.com](http://www.dandgequity.com)

## Residential Steps for Tenant Move In Process

### Step 1:

- A link will be emailed and texted to you to sign up to activate the online portal where you can pay the security deposit which is due within 24 hours of acceptance of the application.

### Step 2:

- A Deposit Receipt will be emailed and is to be signed by all parties 18 years or older along with attached documents/utility contact info sheet within 24 hours of receipt.

### Step 3:

- Schedule to have all utilities the tenant is responsible for transferred to their name by their move in date. *Due to the shortage of service people, its best to schedule utilities asap, [click here to sign up for utilities.](#)*

### Step 4:

- Come to the office at your scheduled move in date/time. Please be respectful and punctual.

### Step 5:

- Rent is due and payable at the time of signing the rental contract. [Click here for How To Pay Rent.](#)

### Step 6:





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- A rental contract will be reviewed and signed by all tenants partied to the Rental contract. *All parties 18 years or older must be present when signing the rental contract.*

## **Residential Steps for Tenant Move In Process Continued...**

### **Step 7:**

- Tenants will receive a copy of the fully signed contract along with the keys to the premises and a welcome bag.

### **Step 8:**

- Tenant(s) have the option to complete the Tenant's Condition Report to list the conditions of the property. Tenants are provided with a copy of D & G's Condition Report as well. Tenant(s) will provide D & G a list of items that are damaged or not in operable condition within ten (10) days after Commencement Date, not as a contingency of this Agreement but rather as an acknowledgment of the condition of the premises. If Tenant(s) does not submit a "Tenant's Condition Report" then Tenant(s) accepts Premises 'as is' and will not claim any disputes after vacating the Premises. [Click here to access the DocuSign Tenant's Condition Report.](#)

