

Now that your Application has been approved...



Welcome...

Congratulations!

Let us be the first to congratulate you on your new rental home. We would also like to take this opportunity to say "Thank You" for choosing a Recar & Associates professionally managed home.

A Brief Introduction...

Recar & Associates, Realtors is an Austin-based company, with a management portfolio that includes residential and multifamily properties. We have been serving the Austin-area real estate community since 1987.



Recar & Associates, Realtors is highly dedicated to providing quality service to our owner clients, their residents, and educating all parties served in the responsibilities of maintaining a home or investment property. Our licensed team of REALTOR® Associates can also assist you when you get ready to purchase a home.

Signing the Lease

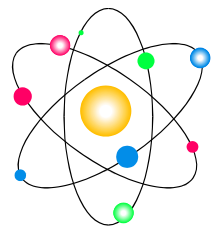
Upon approval of your rental application, the listing agent will draw up your new Lease and make arrangements with you to obtain signatures from all parties. If you schedule an appointment with the agent, you will be given the opportunity to go over your Lease Agreement and ask any questions about it. **Read the Lease carefully before you sign it!** It will govern the Landlord/Tenant relationship during your residency.

Tenant Orientation

Prior to your move-in date, you will also need to schedule a Move In Orientation session with our Resident Services Coordinator. The Orientation can be coordinated to be done at the same time as your lease signing if you schedule in advance. The Orientation presentation takes about 25-30 minutes and takes place at our office – it's our opportunity to meet you, and provide you with helpful information (Tenant packet, maintenance request procedures, plus more) that will assist you during your residency. If there is more than one Tenant on the Lease, you may designate ONE of the parties to represent the household at the Orientation.

Arrange for Utilities

Go ahead and schedule the connection of your utilities. While properties are on the market, we generally have the utilities turned on in the owner's name after the previous resident moves out. Upon the approval of your application, we will initiate a utility disconnect based upon the effective date of your Lease.



Find out early who provides the utilities for your new home. Some providers may require deposits or service application forms and fees. It usually takes a few days longer to connect services provided by Municipal Utility Districts (MUD's).

UTILITIES (continued)

If you are moving in on a weekend, you should consider having utilities connected a day or so in advance to better ensure the power being on when you arrive.

If you do not have power when you arrive at the property, verify that all breakers are on. Further, check the electric meter - if there is a red tag on it, your utilities have not been connected and you should contact the service provider.

The Big Day...

If you have done your Move-In Orientation in advance of your move date, the only thing left is to pay the rent and pick up keys. Orientation is required, so please schedule prior to your arrival to our office.

You will need to pay your first month's rent and pet deposits **in certified funds** (money orders or cashier's checks). Personal checks will be accepted for all future rents unless you have been notified otherwise..

Our office hours are Monday through Friday, 8:45am – 5:15pm. We are closed on the weekends; **it is imperative that you arrange your schedule in order to pick up keys during office hours!**

OUR OFFICE INFORMATION :

Recar & Associates, Realtors
8400 North Mopac Expressway
Suite #200
Austin, Texas 78759
(512) 345-9886
(512) 345-2302 Fax



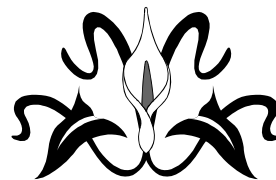
Other Last Minute Details Checklist

- Did you complete a mail forwarding order for the post office?
- Did you terminate or transfer all utility, cable, or phone services from your previous residence.
- Did you have your renter's insurance policy updated for your new address?

One Final Word...

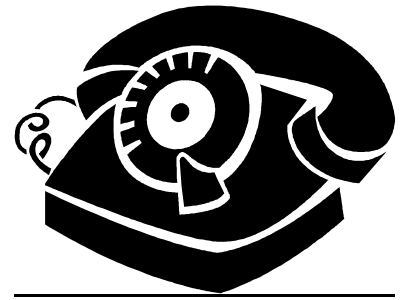
Moving is almost always a stressful experience. We hope that we can take a bit of that stress off you by providing you lots of helpful information and by assisting you in your move-in prior to "the big day".

Please let us know if you have further questions or if we can assist you. We look forward to having you with us.



Visit Our Website

To learn more about Recar & Associates and your management team, please visit our website at www.recar-realtors.com. There is also a Tenant Resources section with online forms that you might find beneficial.



AUSTIN AREA MISCELLANEOUS NUMBERS

EMERGENCY NUMBERS

Emergency	Police-Fire-EMS	911
Non-Emergency	Police-Fire-EMS	311
Poison Control		800.222.1222

HOSPITALS

Children's Hospital		512.324.8000
Seton Medical Center		512.324.1000
Heart Hospital of Austin		512.407.7000
Brackenridge Hospital	512.324.7000	
St. David's Medical Center		512.476.7111

AUSTIN

Electric/Water	City of Austin	512.494.9400
Gas	Texas Gas Service	800.700.2443
Telephone	SBC	800.464.7928
Cable	Time Warner Cable	512.485.5555

ROUND ROCK

Electric	TXU Energy	800.242.9113
Water	City of Round Rock	512.218.5460
Gas	ATMOS Energy	800.460.3030
Telephone	SBC	800.464.7928
Cable	Time Warner Cable	512.485.5555

PFLUGERVILLE

Electric	TXU Energy	800.242.9113
Water/Wastewater	ECO Resources	512.258.6651
Gas	ATMOS Energy	800.460.3030
Telephone	SBC	800.464.7928
Cable	Cox Communication	512.930.3085

CEDAR PARK

Electric	Pedernales Electric	888.554.4732
Water/Wastewater	Cedar Park Water	512.258.6651
Gas	ATMOS Energy	800.460.3030
Telephone	SBC	800.464.7928
Cable	Time Warner	512.485.5555

LAKE SOUTH

Electric/Water	City of Austin	512.322.9500
Electric	Pedernales Electric	888.554.4732
Water/Wastewater	Hurst Creek MUD	512.261.6281
Water/Wastewater	Lakeway MUD	512.261.6222
Garbage	City of Lakeway	512.261.6090
Police	Non-Emergency	512.261.9480
Fire	Non-Emergency	512.926.1706

GEORGETOWN

Electric/Trash	City of Georgetown	512.930.3640
Water/Wastewater	City of Georgetown	512.930.3640
Gas	ATMOS Energy	800.460.3030
Telephone	Verizon	512.868.1927

BUDA

Electric	Pedernales Electric	512.262.2161
Water/Trash/Sewage	City of Buda	512.312.0084
Gas	Center Point Energy	512.427.7142
Telephone	Verizon	800.483.4400
Cable	Time Warner	800.418.8848
Police	Non-Emergency	512.393.7800
Fire	Non-Emergency	512.395.2232

KYLE

Electric	Pedernales Electric	512.262.2161
Utilities	City of Kyle	512.262.1010
Water	Tecon	512.335.7580
Water	Goforth	512.376.5695
Water	Aquatus	512.670.7625
Water	County Line	512.398.4748
Waste	Tx. Disposal Systems	800.375.8375
Gas	Center Point Energy	512.392.6672
Cable/Telephone	Time Warner	512.805.2555
Telephone	Verizon	800.483.3000
Police	Non-Emergency	512.268-3232

DRIPPING SPRINGS

Electric	Pedernales Electric	888.554.4732
Water	DS Water Supply Co	512.858.7897
Water	LCRA	512.397.6766
Trash	I.S.W.	512.804.2984
Propane	Garnett's Propane	512.894.4480
Propane	Lonestar Propane	800.247.0178
Telephone	Verizon	800.483.3000
Cable	Time Warner	800.485.5555

BELTERRA

Electric	Pedernales Electric	512.858.5611
Water/Sewage	Hays Co. WCID 1&2	
	Severn Trent Mgmt	512.246.0498
Propane	Texas Community Pro	512.272.5503

LEANDER

Electric	Pedernales Electric	888.554.4732
Water/Wastewater	City of Leander	512.259.1142
Gas	ATMOS Energy	800.460.3030
Telephone	SBC	800.464.7928
Cable	Cox Communications	512.930.3085

HUTTO

Electric	TXU Electric	800.242.9113
Water/Trash	City of Hutto	512.759.4052