

## GREYSTONE

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P.O. Box 6063  
Woodland Hills, CA 91365  
818/883/6090 - Telephone  
818/883-0520 - Facsimile  
info@GMGaps.com

*John D. Jones*  
President/CEO

Dear Resident(s):

Welcome to your new residence. We know you will be happy in your new home. Remember that throughout our relationship, COMMUNICATION is very important.

Prior to moving in, we wanted to provide you with a few reminders to make your move in process go smoothly.

- Please remember that all parties must sign the lease and all move-in money must be paid before keys to your apartment will be released.
- Allow yourself at least an hour in our office prior to moving in to read your entire lease agreement, and at least a half hour to walk through your apartment home to do your move in checklist. These items must be done prior to your belongings being moved into the apartment. We do not want you to have to pay your movers to sit and wait all this time while you are completing this.
- All move-in money must be paid by Cashier's Check or Money Order. Personal check is not accepted at the initial time of moving in. We never take Cash.
- If you have leased a garage from us, please remember to bring your own pad lock.
- Please bring your vehicle registration with you so that we can register your vehicle to park on the property.
- If you would like to speed up the move in process, please fill out the attached Vehicle Registration form and Phone Directory form and bring it with you at move in. If you do not want your name and phone number registered in the directory, we can eliminate your name and you will need to greet your guests at the gate rather than buzzing them through.
- You will need to transfer your utilities into your name prior to move in and fill out the Utility Confirmation Sheet prior to move in as well. This sheet has been attached for your convenience.
- As you move in, we ask that you consider buying renter's insurance. Although it is not required, we have attached some facts to consider about renters insurance. We hope you find this helpful.
- If you have moved in on a date other than the 1<sup>st</sup>, please remember that your following month's rent will be prorated and will be due on the 1<sup>st</sup> of the month.

We certainly hope that you will enjoy living here and that you will remain with us for a very long time.

Sincerely,  
GREYSTONE MANAGEMENT GROUP, INC.

John D. Jones  
President

## Vehicle Registration Page

Dear Resident;

Please complete the following vehicle registration page. Remember to attach a copy of your vehicle registration. If you have any questions, please contact your Resident Manager.

Apartment # _____				
	Vehicle #1	Vehicle #2	Vehicle #3	Vehicle #4
Vehicle Information:				
Name Of Owner				
Make of Vehicle				
Model of Vehicle				
Year of Vehicle				
Color of Vehicle				
License Plate #				
State Vehicle Registered In				
Last 5 numbers of VIN				

Thank you and Welcome Home!

GREYSTONE MANAGEMENT GROUP

Apartment No. \_\_\_\_\_

## Welcome to Your New Home!

Please fill out the below information so that we may program our Call Box at the Entrance.

Please note that rotary phones cannot activate the Call Box Gate Entrance.

Name Listed in Directory: \_\_\_\_\_

Phone Number Programmed in the Directory: \_(\_\_\_\_\_)\_\_\_\_\_

Signature of Person Listed: \_\_\_\_\_

Date: \_\_\_\_\_

If you have any further questions, please feel free to call you Community Manager.

Thank you.

GREYSTONE MANAGEMENT GROUP

Greystone Management Group, Inc.

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*John D. Jones*  
President/CEO

Dear Future Resident(s):

Thank you for choosing a Greystone Apartment as your new home. Prior to your move-in date, we request that you call the utility company to set up your account.

Please bring this completed form to the leasing office on your lease sign date. If you have any questions, please contact your Resident Manager.

Welcome to your new home!

## Utility Set-Up Confirmation

Resident(s): \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_

I (we) have had electricity turned on at the above address prior to the move in date.

The account number is \_\_\_\_\_.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

## Facts About Renter's Insurance

Dear Resident,

This is to inform you about insurance coverage so that you can protect yourself against loss and to help prevent misunderstanding about the owner's insurance coverage.

**The insurance carried by the owners of the property and the management company does not include coverage for the Resident(s) personal property and possessions for either damage or loss or personal liability of the Resident.**

Resident(s) shall be solely responsible for insuring their person and personal property and may elect, at Resident's expense to obtain insurance for these purposes. Further, the owner's insurance company may have the right to recover from the resident(s) payments made under the owner's policy for damages or injury to the owner's property that is caused by the resident(s) or their guests. The following is a list of possible misfortunes (but not limited to) which you could be held legally responsible for:

- a) Your babysitter injures herself in your apartment.
- b) Your defective electrical extension cord starts a fire, which causes damage to the building and your personal property and/or the personal property of others.
- c) A friend is injured while helping you slide out your refrigerator to clean behind it.
- d) A burglar breaks your front door lock and steals your personal property.
- e) Your locked car is broken into and your personal property is stolen.
- f) Your waterbed or aquarium leaks causing damage to your apartment.

If you desire to protect yourself and your property against loss, damage, or liability, management strongly recommends you consult with your insurance agent and obtain appropriate coverage for fire, theft, liability, worker's compensation and other perils.

## HOLDING DEPOSIT AGREEMENT

On \_\_\_\_\_ (Date), Owner/Agent received \$ \_\_\_\_\_ as a holding deposit from the undersigned, hereinafter called "Applicant" as consideration for the Owner/Agent's agreement to take off the rental market the premises located at:

Street Address \_\_\_\_\_ Unit # \_\_\_\_\_

City \_\_\_\_\_ CA Zip \_\_\_\_\_

Applicant understands that once this Agreement is signed by Applicant, and the holding deposit is received by Owner/Agent, the premises will be taken off the rental market and reserved for Applicant, and other potential applicants will be turned away. Note that a binding rental agreement will be subject to Owner/Agent's acceptance of Applicant's application, and subject to Owner/Agent and Applicant entering into a separate lease. However, this holding agreement will be binding upon execution by Owner/Agent and Applicant. The monthly rent under the lease will be

\_\_\_\_\_ per month and the term of the lease will be as follows:

A fixed term of \_\_\_\_\_ from \_\_\_\_\_ to and including \_\_\_\_\_

**Denial of Application by Owner/Agent-Deposit Refund.** If the Applicant's application is not approved within five (5) business days from the date of this agreement, Owner/Agent will refund to Applicant the entire deposit amount within five (5) business days from the date Applicant was notified that the application was not approved (subject to Applicant's check clearing the bank).

**Acceptance of Application.** If Owner/Agent approves Applicant, the Applicant must sign a lease for the premises within two (2) business days of notice of Applicant's acceptance, or Owner/Agent will deduct "lost rental damages" (as defined below) incurred by Owner/Agent as a result of holding the subject premises off the market. If Applicant signs a lease, Owner/Agent will apply the holding deposit to the first month's rent or security deposit. If there is an inconsistency between the terms of this Holding Deposit Agreement, and a lease signed by the parties, the terms of the lease will prevail.

**Applicant's Failure to Enter Into the Lease.** If Applicant, after being approved, chooses not to enter into the lease, Owner/Agent may deduct from the holding deposit "lost rental damages" to cover the lost opportunity to rent the premises.

Owner/Agent and Applicant agree that "lost rental damages" will be 1/30<sup>th</sup> of the monthly rent specified above for each day the premises was taken off the market (beginning on the date of this agreement and ending on the third day after the date of Acceptance Notification).

Within ten (10) business days after the subject premises are put back on the market, Owner/Agent will return to Applicant, (to Applicant's address shown below,) any holding deposit balance remaining. If the Holding Deposit was paid by check, the Owner/Agent's return of the holding deposit balance remaining will be subject to verification that the Applicant's check has cleared the bank.

If any legal action or proceeding is brought by either party to enforce any part of this Agreement, the prevailing party will recover, in addition to all other relief, reasonable attorneys' fees and costs.