



OPTIONAL: Move In with Lockbox Access

As an optional feature during the lease process and move in of your new home, we can offer the convenience of gaining access for the first time without having to check out keys from our office. **With this optional program, tenants may gain access to their new home through our lockbox for an optional additional charge of \$25.00.**

YES – I want to sign up for the **Optional Lockbox Move In.**

There are a few steps to follow in order to be offered the lockbox combination to immediately move in to your new home at the start of your lease agreement:

- 1) Tenants are required to **pay rent** and pay the \$25.00 Lockbox Move-In Fee **prior** to being allowed access to the home. Our on-line payment system is fastest:
Portal: https://westbank.appfolio.com/connect/users/sign_in
- 2) Transfer All Utilities Into Tenants Name Prior to Move In.
- 3) Look for Balance of Keys and Garage / Gate Remotes in One of the Kitchen Drawers.
- 4) Fill Out and Return the Inventory and Condition Form within 15 Days.
- 5) Do Not Remove Lockbox From the Door or Hose Bib!
- 6) Within 1-3 Business Days of move in, Texas ReKey will contact the tenant to arrange for the state required lock change with the tenant present at the home.

TEXAS RE-KEY: 512.929.5397

Email: orders@rekey.com

OPTIONAL: Contact PROS for your own Third Party Home Assessment.

Cost: \$99.00

PROS: 866.336.3330 Website: www.OnSightPros.com

NO – I do not want to sign up for this program and will set an appointment to arrive at the office location for Captex Property Management No Later Than 2:00 PM on Day of Move In.

Tenant Name: _____

Tenant Address: _____