

Move-In Checklist



Use the checklist below as a guide for what needs to be completed prior to your move in day. You must have ALL steps completed before you arrive for move-in to go through the FastPass line.

In this interactive document, you can check off the steps in their check boxes. Click the buttons to watch specific tutorials in the How To Video and click on underlined links to read articles or send an email. If you have any questions, email us at leasing@ramblertempe.com.

To-Do List

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|---|--|
| ☐ Confirm unit & roommates | ☐ Submit proof of renter's insurance & photo ID |
| ☐ Confirm your move-in date | ☐ Register pets (if applicable) |
| ☐ Sign into the ResidentPortal | ☐ Update vehicle information (if applicable) |
| ☐ Complete lease & guarantor paperwork | ☐ Download Ladder |
| ☐ Pay balance owed | ☐ Download CasaPerks |

CONFIRM UNIT & ROOMMATES

You should have received an email with confirmation of your unit and bedroom assignment, as well as your roommate contact information. If you have not received an email, please contact the leasing office.

SIGN IN TO THE RESIDENT PORTAL

1. Visit our Resident Portal. You can find this at the top right of the website page.
2. You will log in using the same email and password that you used when originally signing your lease with the property. If you get an error, please create a new login using the email with which you applied to Rambler.
3. If you are unable to log in, please contact the leasing office.

[HOW TO VIDEO LINK](#)

SCHEDULE YOUR MOVE-IN DATE

Please confirm your move-in date by using the link below. You will receive a timeslot assignment for your registered date prior to move-in.

MOVE IN CONFIRMATION

*You will not be able to pick up keys without a scheduled move-in date.

White-glove move-in assistance will be available on June 24 and August 14. If you do not move-in on the white-glove move-in dates, we will have moving bins on wheels available on a first-come, first-served basis.

What is White-Glove Move-In? White glove move-in is a full-service process designed for a seamless and stress-free arrival.

Upon pulling into the unloading zone, have your dash pass ready, where a dedicated team is ready. Residents remain in their vehicles while two movers unload their belongings into labeled speed packs. These packs are then transported to the elevator lobby and up to the resident's unit while they park and make their way into the building.



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COMPLETE LEASE & GUARANTOR PAPERWORK

Please make sure that your lease and guarantor forms are completed prior to arrival on Move-In Day. If these are not completed prior to arrival, you will not be allowed to move in during your move-in time slot. Note: Guarantors will have their own resident portal and login information.

Log into your resident portal. You will see the Move-In Checklist page upon logging in. Click into the "Sign Unsigned Documents" tab to view all documents. Any outstanding paperwork that needs a signature will be under the "Needs Action" tab.

Pay Balance Owed

Rental installments and monthly fees are due by the first of each month and are considered late on the 4th.

SUBMIT PROOF OF RENTER'S INSURANCE & PHOTO ID

We require all of our residents to have renter's insurance that provides \$100,000 in liability and has the resident listed as insured through the policy.

You can upload proof of renter's insurance to your resident portal or email proof of insurance to our leasing team.

If you do not provide renter's insurance, you will be automatically enrolled in our mitigated risk policy and billed a small monthly fee as outlined in your lease agreement.

1. Log into your resident portal. You will see the Move-In Checklist page upon logging in.

2. Click the "Payments" tab to see any balances owed. These will include the following:

- August Monthly Installment and Premiums - Varies
- This will be posted to your account on August 1st. This should be paid by your Move-In Day.
- Utility Setup Fee (one-time) - \$79
- Administrative Fee (one-time) - \$200
- Security Deposit (refundable) - \$100
- Pet Deposit (non-refundable)* - \$350
*if applicable
- August Monthly Pet Rent* - \$35
*if applicable
- Parking* - Varies
*if applicable

3. You will have the option to add a payment method to clear any balances on the account.

- Please note that an e-check will take a few days to process on your account, just like a physical check.
- Also note, there is a \$7.95 convenience fee for debit card payments, a \$1.95 fee for eCheck, and a 3% fee for credit card payments. We accept physical payments like a check but do not accept cash.

UPLOAD PHOTO ID

1. Log into your resident portal. You will see the Move-in Checklist page upon logging in.

2. Click the "Insurance" tab to upload your photo ID.

3. Alternatively, you can email a copy of your photo ID to leasing@ramblertempe.com.