



# Thanks for Choosing Ramshaw.

## Check-In Procedures

Tenants have (5) days from the date of move-in to complete the check-in form. Only one check-in form will be accepted per unit. If there are multiple tenants residing in a unit, all tenants must consult with one another to ensure all information submitted is accurate. All maintenance requests should be included at the bottom of the check-in form. Any requests submitted with the check-in form more than (5) days after move-in will be prioritized last.

To access the online **Check-In Form**, please visit [www.ramshaw.com/checkin](http://www.ramshaw.com/checkin)

## Furnishings

Each unit is equipped with many modern appliances and extras. To make the most of these, please follow the suggestions outlined below. Residents will be held responsible for maintenance problems that result from neglect or damage. **Employees, outside vendors and all other clients are prohibited from removing their shoes while entering the premises.**

## Circuit Breakers

When resetting a breaker, be sure to completely flip the breaker “off” before switching back to the “on” position. If any electrical equipment in the unit does not work, check the breakers and/or the GFI outlets first. If it is an older complex and a fuse is burnt out, please contact maintenance to have it replaced.

## Dishwasher

Please do not overfill this appliance. Be careful not to slam the door or push the buttons too firmly. Dishwasher detergent only should be used in the appliance. Even if the dishwasher is not used, it is a good idea to run through a cycle at least once per month. When it is not in use, leave the dishwasher unlocked and cracked open to avoid damaging the seal. No portable dishwashers are permitted.

## Blinds/Doors

Vertical blinds must be pulled open if a window or patio door is open. Mini-blinds must be pulled up past open windows. Wipe down or vacuum blinds monthly to keep them clean. Doors to closets, bathrooms, bedrooms, etcetera must remain in the unit throughout the entire term of the lease. Under no circumstances should doors be removed from the unit and/or left on the deck or balcony.