



7831 SE Lake Road Suite 100

Portland, OR 97267

Phone: 503.496.5190

Fax: 503.496.5191

Web: <http://legacyrentalsnw.com>

## NEW RESIDENT INFORMATION SHEET

### Management Company Info

- Name: Legacy Realty Group, LLC
- Address: 7831 SE Lake Road Suite 100, Portland, OR 97267
- Phone: 503.496.5190
- Fax: 503.496.5191
- Web: <http://legacyrentalsnw.com>
- After Hours Emergency Phone: 503.890.5863 or 503.894.2773

### Rent

- Rents are due on the 1<sup>st</sup> of each month.
- After the 4<sup>th</sup> of each month, failure to pay rent will result in a \$75 late fee.

### Maintenance Requests

- Please promptly notify Legacy Realty Group, LLC of any items in need of repair in written form – we will do our best to remedy the situation as soon as possible thereafter.
- Except for emergency situations, please try and notify Legacy Realty Group, LLC during normal business hours (M-F, 9-5).
- Emergencies involving any immediate health and safety matter should be handled by the appropriate governmental agency (police, fire, and paramedic). Then contact me as soon as possible thereafter.
- Maintenance request forms can be submitted online at <http://legacyrentalsnw.com> or mailed/dropped off at the Legacy Realty Group, LLC office located at: 7831 SE Lake Road Suite 100, Portland, OR 97267

### Lease renewal

- You will be issued a new lease upon expiration of your current one even if the terms remain the same. This will be provided to you in writing 60 days prior to the expiration of your existing lease.
- Please give at least 30 days notice prior to the expiration of your existing lease if you do not intend to renew.

### Security Deposit

- You will receive 100% of your security deposit, within 30-days of your actual move-out date, unless:
  - You fail to pay the rent or violate any other lease terms.
  - The home is damaged beyond “normal wear and tear.”
  - The home is unreasonably dirty upon move-out, or is left filled with trash.
- Security deposit deductions, if any, will be itemized and provided to you for your records in writing within 30-days of your actual move-out date.