



561 NW 4th
Canby, OR 97013
Phone: 503.496.5190
Fax: 503.266.5680

NEW RESIDENT INFORMATION SHEET

Management Company Info

- Name: Legacy Realty Group, LLC
- Office Address: 561 NW 4th Ave. Canby, OR 97013
- Mailing Address: PO Box 1247 Canby, OR 97013
- Office Phone: 503.496.5190
- Fax Number: 503.266.5680
- Website: <http://legacyrentalsnw.com>
- Office Hours: Monday- Thursday 9:00am-4:00pm
- After Hours Emergency Phone: 503.890.5863 or 503.313.9464

Rent

- Rents are due on the 1st of each month.
- After the 4th of each month, failure to pay rent will result in a \$75 late fee.
- Checks should be made out to: Legacy Realty Group, LLC
- Should you choose to mail your rent checks, please mail them to:
PO Box 1247 Canby, OR 97013

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.
- Please try to notify Legacy Realty Group, LLC during normal business hours (M-TH, 9-4) unless there is an emergency situation.
- Emergencies involving any immediate health and safety matter should be handled by the appropriate governmental agency (police, fire, and paramedic). Then contact our office as soon as possible thereafter.
- Maintenance request forms can be submitted online through your tenant portal or mailed/dropped off at the Legacy Realty Group, LLC office located at: 561 NW 4th Ave. Canby, OR 97013



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Renter's Insurance:

- Renter's insurance is required on or before move in. **Our office will need a copy of your insurance binder naming Legacy Realty Group, LLC as additional insured.**
- Should we not receive your renter's insurance information at the time of your lease signing, insurance at the rate of \$9.50 per month will be assessed automatically. This provided insurance will cover the owner only and none of your personal belongings. Please see Rental Insurance Addendum should you have any questions.

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.