



561 NW 4<sup>th</sup>  
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 4<sup>th</sup> 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 4<sup>th</sup> 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.