

**REED & ASSOCIATES**  
**REQUIREMENTS FOR LEASE SIGNING APPOINTMENT**

ADDRESS: \_\_\_\_\_

LEASE SIGNING APPOINTMENT SCHEDULED FOR: \_\_\_\_\_

- Monday 12pm -2pm                       Tuesday 2pm – 4pm                       Wednesday 9am – 11am  
 Thursday 10am – 12pm                       Friday 12pm – 2pm

- Each person listed on the Lease Option to Purchase Agreement must be present with photo I.D.
- The lease signing will take approximately 30-45 minutes. If you are not here during the 2 hour window with all 4 items, you will be re-scheduled for another day.
- If you need to re-schedule your appointment for another day, please call 758-1133.

The following items must be complete prior to Lease Signing Appointment:

1. I understand that I must pay **ALL OPTION MONEY** in full as well as any **RENT DUE**, as scheduled on the Lease Option to Purchase Agreement. **NO PERSONAL CHECKS.**
2. I understand that I must obtain a **RENTER’S INSURANCE** policy to cover *Personal Content and Liability*. (You may purchase renter’s insurance from anyone you choose.) **Reed & Associates must be listed as additional insured on the policy you obtain.**
  - For a house in **Tennessee**, we recommend State Farm (approx \$25-40/month) – Reg Sharley (901) 767-6816 located at 1355 Lynnfield Rd., Memphis, TN 38119, or Farmer’s Insurance (approx. \$300/year) – Glenn Hurt (901) 753-8217 located in the same building as Reed & Associates.
  - For a house in **Mississippi**, we recommend Linder Insurance (approx \$25-40/month) – Geoff Linder (901) 754-9339.
3. I understand that I must have all **UTILITY SERVICES** transferred prior to my lease signing appointment. Homes in Shelby County have service through MLGW (820-7878).  
\*\*The following cities in Shelby County have *separate water service*: Bartlett (385-5586), Millington (872-2211), Collierville (457-2240), Germantown (757-7283). I will contact the water company separately if my home is in one of these cities.  
\*\*If my home is in one of the following cities, I will contact each of the following:
  - a. **Oakland, TN** – Water 465-8523; Electric 465-3591; Gas 465-7300
  - b. **Olive Branch, MS** – Water & Gas 662 895-4000; Electric 662 895-2151
  - c. **Horn Lake, MS** – Gas 662 393-7083; Electric 800 368-3749; Water – you will received a monthly statement from us for the water bill.
  - d. **Southaven, MS** – Electric 800-368-3749; Gas 662-393-7083; Water 662-393-7353
4. I understand that I must pay \$20 for a **CREDIT REPORT**. The \$20 should be in a separate money order payable to Reed & Associates or *exact* cash.
5. **GARAGE DOOR REMOTES:**
  - a. Brand New Homes come with garage remotes provided.
  - b. Existing Homes: If there is a garage door motor at the home (some homes do not have a motor), 2 programmable remotes will be provided upon payment of a \$75 refundable deposit (No checks for deposit). You may obtain your own remotes if you would like to. If there is not a garage door motor, no motor or remotes will be provided.

I understand that if I do not have these four items completed before my lease signing appointment, I will not be able to get the keys to the house as scheduled.

x \_\_\_\_\_

x \_\_\_\_\_