

WELCOME TO....



RECEIPT OF APPLICATION

It takes approximately three to seven business days from the date of submittal to process an application. If a representative does not contact you within the aforementioned time frame, please call our office at 713.807.7777. The application fee is used to screen application(s) with regards to credit history and other background information.

RECEIPT OF DEPOSIT

The application deposit will be deposited upon approval of the application. In the event the application is falsified, the application deposit will be forfeited. However, in the event the application is denied by management, the deposit will be refunded.

MOVE-IN INFORMATION

Please note that The Esplanade move-in hours are from 8:00 AM – 8:00 PM. If you wish to reserve an elevator for your move-in, you must reserve one at least 48 hours in advance. Moving trucks must park on Ewing Street and use the freight elevator.

UTILITY SET-UP INFORMATION

Once your application is approved, please contact the utility companies at least two weeks prior to your move-in to begin your services. **Applicant(s) understand that if you delay getting your utilities turned on in your name by lease commencement, you will be liable for a \$50.00 charge, plus the actual or estimated cost of the utilities used while the utility should have been connected in your name.**

Riverstone Residential has set-up a quick and efficient way to set-up all of your utilities. Simply register online at www.riverstoneconcierge.com. The Leasing office will set-up your water/sewer service and the pest control charge will appear on your water bill.

RENTERS INSURANCE

Riverstone Residential requires all residents to carry liability renters insurance coverage. New residents must demonstrate proof of a minimum \$50,000 Personal Liability Insurance Policy prior to move-in. Although you may select any insurance provider, Riverstone Residential has partnered with Assurant Specialty Property Company to provide a convenient, reasonable option. You can contact Assurant at www.directrenterins.com, or by calling **1.866.912.4231**.

LEASE AGREEMENT/KEYS

A TAA LEASE AGREEMENT AND ALL LEASE ADDENDA MUST BE SIGNED BY ALL PARTIES WITHIN 7 DAYS OF APPLICATION. IF YOU ARE NOT ABLE TO SIGN THIS ADDENDUM IN OUR OFFICE WITHIN 7 DAYS, WE WILL SEND THE CONTRACT VIA FEDEX FOR YOU TO SIGN AND RETURN. THE CONTRACT MUST BE NOTARIZED IF NOT SIGNED IN OUR PRESENCE.

TO PICK UP KEYS ON DAY OF MOVE IN, PROOF OF RENTERS LIABILITY INSURANCE MUST BE PROVIDED TO THE LEASING OFFICE AS WELL AS PROOF THAT ELECTRICITY HAS BEEN TRANSFERRED INTO YOUR NAME. IF ANY OF THE AFOREMENTIONED REQUIREMENTS ARE NOT MET, AND ALL PARTIES HAVE NOT SIGNED THE LEASE CONTRACT, KEYS WILL NOT BE RELEASED.

PROOF OF IDENTIFICATION IS ALSO REQUIRED BY ALL LEASE HOLDERS UPON MOVE-IN DAY TO RELEASE KEYS. WE WILL ACCEPT A STATE I.D., DRIVER'S LICENSE OR PASSPORT.

Once again we would love to THANK YOU and Welcome you to The Esplanade at Hermann Museum Circle. As a bonus, we would love to help you save money and make your move easier. If you need recommendations for movers, please feel free to contact your Leasing Consultant. **WELCOME HOME!**

www.theesplanadeapts.com

One Hermann Museum Circle
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713-807-7777
713-807-8885 fax