



Sterling Property Management

## **WHAT YOU NEED FOR YOUR LEASE SIGNING**

- Make appointment with All County at least 48 hours in advance for your lease signing. Lease signings are only done during regular business days from 10am to 4pm.
- All individuals listed and responsible on the lease **MUST** be present at the lease signing. Otherwise, prior arrangements must be made in advance. Keys will not be issued until all parties have signed off and full monies have been paid.
- Prepare to be in the office for one hour.
- Have all utilities transferred into your name on date of lease signing.
- Two forms of Identification. One Must be a picture ID and another form of identification (preferably a social security card).
- All monies must be paid in certified funds (either cashiers check or money order) made payable to All County® Sterling Property Management.
- Work numbers for all occupants.
- Cell numbers for all occupants.
- New home phone number. If not available it must be provided with 5 days.
- Automobile description as well as tag information.
- If you have been permitted to have a pet, a recent photo along with copies of license and shot records.