



Patton Properties, Inc.

Real Estate Management

Mailing Address: P. O. Box 50542
Columbia, SC 29250
(803) 256-2184
(803) 256-9134

Street Address: 3145 Carlisle Street Suite 104
Columbia, SC 29205
Email: frontdesk@scpattonproperties.com
Website: www.scpattonproperties.com

TENANT CHECKLIST

Address: _____ PMI: _____

- Upon approval, it is required that you IMMEDIATELY apply for, or have transferred, all applicable utilities (gas, electric, water, etc.) TO YOUR NAME. The following are utility company names and telephone numbers. During the terms of your occupancy the utilities **MUST** remain in your name only.
****YOU MUST PROVIDE PROOF FROM THE UTILITY PROVIDER ON OR BY MOVE IN DAY. ****

Electric/Gas:	<i>Dominion Energy</i> 800.251.7234	Electric _____	Gas _____
	<i>Mid Carolina</i> 803.749.6400		
	Other : _____		
Water:	<i>City of Columbia</i> 803.545.3300	Sewer:	<i>East Richland County</i> 803.788.1570
	<i>City of West Columbia</i> 803.791.1880		<i>Palmetto Utilities</i> 803.699.2422
	<i>City of Cayce</i> 803.796.9020		Other : _____
	Other : _____		
Trash:	<i>City of Columbia</i> - https://publicworks.columbiasc.gov/waste-wizard/		
	Other: _____		

****Additional utilities/service providers may be provided upon execution of your lease. ****

IN ORDER TO MAKE YOUR TENANCY AS COMPATIBLE AS POSSIBLE, HERE ARE SOME HELPFUL HINTS:

- Check ALL appliances (stove, refrigerator, dishwasher, disposal, microwave, if included, etc.); heating/air conditioning units and any other mechanical items (such as ceiling fans, etc.) to make sure they are working.
- Report any problems, malfunction or repair needs in writing to Patton Properties, Inc. within five (5) days of move-in and afterwards within two (2) days of occurrence. (Lease Paragraph 6. (11), (12), (15).
- Any repair costs resulting from negligence on your part, or from vandalism or burglary to your residence is your responsibility; therefore, lifestyle care should be taken on your part so as not to encourage these acts. (Lease Paragraph 6. (11), (12), (15).
- You should expect peaceful enjoyment of the premises, and should so conduct yourself so that your neighbor can also expect the same from you. (Lease Paragraph 6. (7).)

_____ Tenant	_____ Date	_____ Tenant	_____ Date
_____ Tenant	_____ Date	_____ Landlord	_____ Date

