



**Mailing Address:**  
P. O. Box 50542  
Columbia, SC 29250  
(803) 256-2184 (call)  
(603) 782-9795 (text)

**Street Address:**  
2627 Millwood Avenue, Suite #B-1  
Columbia, SC 29205  
Email: [frontdesk@scpattonproperties.com](mailto:frontdesk@scpattonproperties.com)  
Website: [www.scpattonproperties.com](http://www.scpattonproperties.com)

#### TENANT CHECKLIST

**Address:** \_\_\_\_\_ **PMI:** \_\_\_\_\_

1. 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. \*\***

<b>Electric/Gas:</b>	<i>Dominion Energy</i>	800.251.7234	Electric	_____	Gas	_____
	<i>Mid Carolina</i>	803.749.6400				
	<i>Other :</i> _____					
<b>Water:</b>	<i>City of Columbia</i>	803.545.3300	<b>Sewer:</b>	<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		<i>Other :</i>	_____	
	<i>Other :</i> _____					
<b>Trash:</b>	<i>City of Columbia</i> - <a href="https://publicworks.columbiasc.gov/waste-wizard/">https://publicworks.columbiasc.gov/waste-wizard/</a>					
	<i>Other:</i> _____					

**\*\*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