



Mailing Address:
 P. O. Box 50542
 Columbia, SC 29250
 (803) 256-2184
 (803) 779-3255 Fax

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

Address: _____

PMI: _____

TENANT CHECKLIST

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.

Electric/Gas	SCE&G Mid Carolina	1.800.251.7234 803.749.6400	Electric _____ Gas _____
Water	City of Columbia City of West Columbia City of Cayce	803.545.3300 803.791.1880 803.796.9020	
Sewer	East Richland County Public Services Palmetto Utilities	803.788.1570 803.699.2422	

*****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:

2. 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.
3. 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).
4. 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).
5. 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).)

 Lessee /

 Date

 Lessee /

 Date

 Lessee /

 Date

 PATTON PROPERTIES, INC.

 Date

Established 1979!