HAMDA
REAL ESTATE L.L.C SP

Hamda Real Estate L.L.C SP
M14 Building Shop 3 &4 School area Muwaileh
Opposite Providence School Sharjah-UAE

+971 06 544 3322
+971 50 252 5310

info@hamdarealestate.com



PROCEDURE: HAMDA REAL ESTATE
NEW TENANT RESPONSIBILITIES

This document is designed to ensure a smooth and efficient transition for tenants moving into Hamda Real Estate property. By outlining clear expectations and responsibilities, we aim to maintain the high standards of our properties while promoting accountability among tenants. Adhering to this procedure helps facilitate necessary inspections and preparations, ensuring the property remains in excellent condition for new residents.

INCOMING TENANT RESPONSIBILITIES REGARDING NOTIFICATION

☐ **Formal Notification:**

- Tenants must confirm their move-in date with the Hamda Real Estate office at least one week before the expected move-in date.
  Email: info@hamdarealestate.com

☐ **Property Entry Report:**

- Tenant to complete FORM: Hamda Real Estate Entry Report, including tenant's name, apartment number, and intended move-in date.
- Tenant to schedule a maintenance walkthrough with the Maintenance Manager no less than 3 days prior to moving into the property.
- Tenant to discuss and confirm responsibilities regarding property conditions upon move-in.

TENANT SIGNATURE:
DATE:

☐ **PRE-MOVE-IN RESPONSIBILITIES (TENANT)**

Checklist for Tenants:

- Initial Inspection: Conduct an initial walkthrough to ensure the apartment's condition is as expected, noting any existing issues.
- Utilities Setup: Arrange for the activation of utilities such as water, electricity (SEWA), telephone, and internet services. Confirm that all services are operational by the move-in date.
- Inventory Check: Verify all fixtures such as lights, AC and plumbing are in proper working condition. Report any discrepancies to the Maintenance Manager immediately.

☐ **The Following is the Procedure to Prepare for a Successful Move-In Inspection:**

- Deposit Acknowledgement: Ensure any required deposits are paid and a receipt is obtained for your records.
- Orientation: Familiarize yourself with the property features and amenities, including parking facilities and building access points.
- Pet Agreement (if applicable): If bringing a pet, ensure you have a pet agreement in place and understand any specific responsibilities you hold regarding pet management and property care.

☐ **Utilities and Keys:**

- Utility Activation: Verify that utilities such as electricity (SEWA), water, and internet services are set up and functioning.
- Key and Parking Remote Collection: Ensure all property keys and parking remotes (if applicable) are collected from the Maintenance Manager during your pre-move-in inspection.

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