



Property Management
7234 Lancaster Pike,
Suite 220B
Hockessin, DE 19707
302-234-5240/800-789-5733
FAX 302-234-5237

Mortgage Financing
(through Fairway Independent
Mortgage Corporation)

Relocation Services

REO Services

Property Management

Home Services

Home Trust Warranty



Elizabeth O. Secundy
Robert H. Biden
117 Carpenters Road
Greenville, DE 19807

July 3, 2018

Dear Elizabeth & Robert,

Thank you for leasing a Patterson-Schwartz Property Management rental property. Enclosed please find the following documents relating to **117 Carpenters Row, Greenville DE 19807**:

- Rental Agreement (1 copies)
- Summary of the Residential Landlord-Tenant Code
- New Castle County Tenants' Rights and Responsibilities Guide
- Condition Report
- Tenant Insurance Information
- Addendum regarding Tenant's waiver of notice to show property to prospective tenants or purchasers
- Lockbox Addendum
- Utility Information Sheet
- Online Payments Information

Within one week, please return the following to our office:

- One (1) signed copy of the Rental Agreement
- **Certified Check, Cashier's Check or Money Order in the amount of \$2,200.00 (security deposit) payable to Patterson-Schwartz & Associates, Inc.**

Prior to move-in and/or when you pick-up keys to the property, we require Certified Check, Cashier's Check or Money Order in the amount of \$1,845.16 (July pro-rated rent) payable to Patterson-Schwartz & Associates, Inc.

Prior to move-in, we require proof of renters insurance and proof that utilities have been transferred into your name, and that they are in your name on the first day of your occupancy (account numbers are sufficient proof).

Within one week of move-in, please complete and return the enclosed condition report.

You may pick up your keys **Friday, July 6, 2018** at 7234 Lancaster Pike, Suite 220B, Hockessin, DE between 9:00 a.m. and 5:00 p.m. **All utilities must be in your name by this date and renters insurance must be activated by this date.** Future rent payments are due the first of the month and may be paid by personal check. Please mail your payment to the address below:

Patterson-Schwartz & Associates, Inc.
Property Management Division
7234 Lancaster Pike, Suite 220B
Hockessin, DE 19707

For after-hours, weekend and holiday **Maintenance Emergencies**, call 302-229-4132; please make a note of this and keep it handy. Feel free to contact me with questions or concerns, and enjoy your new home!

Sincerely,

Maggie Mesinger, Property Manager
mmesinger@psre.com/302-234-5208

Enc.

pattersonschwartz.com