



2914 Main Street
Suite A
Dallas, TX 75226
Phone: (214) 749-4701
Email: info@TXurbandoors.com
Website: www.TXurbandoors.com

Dear Neighbor(s),

On behalf of TX Urban Doors, we would like to thank you for allowing our team to assist you during your tenancy with us. We have provided a list of helpful points to make the move into your new home a successful one.

Property Management Contact Information

- Log into your tenant portal at any time, click on “Contact Us” to submit any information including photos.
- 214.749.4701
- info@TXurbandoors.com
- 2914 Main St. Suite A Dallas, TX 75226

Move In

- Register for The Online TX Urban Doors Tenant Portal (www.TXurbandoors.com) where you can pay rent and submit all Maintenance Requests
- Address Change Via USPS
- Executed Lease Documents/Received a Copy (Documents will be available in your Tenant Portal)
- Sent Renter Insurance Declarations Page To TX Urban Doors (Min Personal Liability \$100,000) with TX Urban Door listed as the Additional Insured
- Received/Tested Keys, Garage Remotes and Locks
- Completed Inventory & Condition Form returned to TX Urban Doors With Pictures (Must be completed within 7 Days After Move In - this can be uploaded in your Tenant Portal)
- Location of Mailbox and Parking
- Inquire about our Rent Payment Credit Reporting Option
- Setup EFT (Auto-Pay) to have rent paid on time through your Tenant Portal



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Utilities and Maintenance

- GAS (If Applicable) - Please call Atmos and have gas switched into your name - 888.286.6700
- WATER (If Applicable) - Contact the City of Dallas and have water switched into your name - 214.651.1441
- ELECTRICITY (If Applicable) - Visit www.energyogre.com and have electricity switched into your name
- Notified TX Urban Doors of utility accounts switched into Tenant name.
- All Maintenance Service Requests must be submitted through the Tenant Portal
- Check and Monitor all smoke detectors on a monthly basis
- Minor maintenance such as burned out bulbs should be replaced when needed and HVAC filters changed on a monthly basis
- You are solely responsible for Pest control, Landscaping and upkeep of the property inside and out. Failure to do so may result in liquidated damages applied towards your Security Deposit
- Management Entry: We will attempt to contact you in the event we need to enter your unit. However, we may enter your unit without notice for emergencies or any reason deemed reasonable

We want to thank you again for being the best part of TX Urban Doors and we look forward to assisting you.

Sincerely,

TX Urban Doors Team