

C. NOTIFICATION

Applicants will be notified when a home becomes available that meets the Applicant's need. Applicant will have **5 days** from the date of notification to accept unit offer. Housing Office provides **Acceptance Form.**

D. UTILITIES/SECURITY DEPOSIT

Utilities must be transferred within one (1) week upon signing, dating, and submitting Acceptance Form. Applicant(s) must transfer utilities in their own name. Tenant(s) must provide proof of utility transfer completion. Housing Office provides **Utility Transfer Form** upon Tenant submitting Acceptance Form to/at Housing Office. Upon TIHA receiving Utility Transfer Form, TIHA provides Tenant with key/access to the unit. Security Deposit is paid at this time. If **not paid** or utilities transferred in timely manner stated above, unit will be offered to the next applicant up for consideration. All utilities are the renter's responsibility unless TIHA determines otherwise.

Electric	Lower Yellowstone Rural Electric	701 572 2625
Water	Trenton Water Users	701 572 2606
Heating	Montana Dakota Utilities Co	800 638 3278

***** Bainville, MT Water/City of Bainville; Electric/Same as above; Heating/MDU

E. MOVE-IN INSPECTION FORM

TIHA provides Tenant(s) with Move-In Inspection Form. Tenant must turn in form prior to occupancy.

F. RENTAL ORIENTATION

Prior to rental occupancy, Tenant(s) will sign lease agreement and participate in mandatory housing orientation. Security Deposit and first month's rent will be paid at this time. Topics will include annual recertification, annual inspection, changes in income, changes in family size, house cleaning and yard work, maintenance request, complaints, privacy lease, pet policy, etc.