



# NOTES FOR NEW TENANTS:

- ☐ CALL STEPHANIE TO SCHEDULE WALKTHROUGH AT LEAST 48 HOURS IN ADVANCE 208-329-2502 OF WANTING TO MOVE IN.  
(YOU MUST CALL AND TRANSFER UTILITIES PRIOR TO GETTING KEYS.)  
OFFICE HOURS ARE: MONDAY-FRIDAY 8:30-5:30
- ☐ CHANGE OVER UTILITIES BEFORE MOVE-IN DATE  
(MUST BE DONE BEFORE GETTING KEYS)
  - A. IDAHO POWER 1-800-488-6151  
[www.idahopower.com](http://www.idahopower.com)
  - B. INTERMOUNTAIN GAS 1-208-737-6300  
[www.intgas.com](http://www.intgas.com)
- ☐ PAYMENTS
  - A. DROP OFF PAYMENTS AT BERKSHIRE HATHAWAY  
MON-FRI 8:30-5:30  
1411 FALLS AVE E, #215, TWIN FALLS, ID 83301
  - B. MAIL PAYMENTS TO RIDDLE PROPERTIES  
1411 FALLS AVE. E, #215, TWIN FALLS, ID 83301
  - C. [Rentwithriddle.com](http://Rentwithriddle.com)
- ☐ RENTER'S INSURANCE MUST BE ORDERED PRIOR TO MOVING IN. A COPY OF THE RENTER'S INSURANCE POLICY MUST BE GIVEN TO RIDDLE PROPERTIES BEFORE MOVING IN.
- ☐ ALL PAYMENTS NEED TO BE MADE PAYABLE TO RIDDLE PROPERTIES NO LATER THAN THE 5 TH OF EVERY MONTH
- ☐ CALLS FOR REPAIRS OR GENERAL QUESTIONS GO TO STEPHANIE AT 208-329-2502. (ALL REPAIRS MUST BE AUTHORIZED AND ORDERED BY PROPERTY MANAGEMENT COMPANY.)
- ☐ CALLS REGARDING RENT PAYMENTS, LEASE QUESTIONS, NOTICE TO VACATE GO TO MANDI AT 208-539-1230.