



## Jantzen Beach Moorage, Inc. Move-In Checklist for New Residents

Welcome to JBMI! This checklist will assist you in the process of becoming a new resident in a floating home. Please use the following checklist to make sure you complete all of the necessary steps in moving into the moorage. For any questions or concerns, please call the office at: (503) 283-2151

- Every new resident must complete a background check with Tenant Alert (the JBMI screening company). Every application must be approved in advance before the new resident can be admitted into the moorage, so please complete the background check as soon as possible. Also, every adult that will be living in the residence (regardless of whether their name is on the deed) must complete the background check. The link for the Tenant Alert application process can be found on the homepage of JBMI (or go to: <https://tenantalert.agoodtenant.com/direct/37083d5b72c75c0b5d0372945475e456>)

**NOTE:** Owners that are buying an additional home must go through the background check each time they purchase another home.

- Every new resident must sign an agreement acknowledging that they have received a copy of the by-laws and policies about the moorage. There is an agreement included as part of this package, and it must be signed and emailed to the JBMI Office at: [jbmiinc@comcast.net](mailto:jbmiinc@comcast.net) Or, you can mail it or drop it off at the JBMI office mail box in person at: 1881 N. Jantzen Avenue; Portland, OR. 97217
- If you have a different mailing address other than the Jantzen Avenue address where you live, please notify the office via phone (503-283-2151) or email: [jbmiinc@comcast.net](mailto:jbmiinc@comcast.net)

Every resident is allowed up to two pets per household, and every resident must sign a pet agreement. There is a pet agreement included as part of this package, and it must be signed and emailed to the JBMI Office at: [jbmiinc@comcast.net](mailto:jbmiinc@comcast.net) Or, you can mail it or drop it off at the office mail box in person at: 1881 N. Jantzen Avenue; Portland, OR. 97217

Every new resident must provide the JBMI Office with all of the following:

- Provide the office with details on your household occupancy (this includes children and pets)
- Cell phone number (or best contact phone number) for all members of the household
- Emergency contact number for the primary resident
- Email address for every member of the household
- Indication of whether you would prefer to be contacted by email or text
- Indication of which cell phones need to be tied to gate codes
- The year, make, model, color and license plate of every vehicle
- If you have a mailing address that will not be your floating home address, please let the JBMI Office know what that address is

You can either email the JBMI Office this information at: [jbmiinc@comcast.net](mailto:jbmiinc@comcast.net), or call: (503) 283-2151

Once the vehicle information is provided, every new resident will receive a parking pass for every vehicle. Every resident is allowed two vehicles in the parking lot at no charge. Any additional vehicles will require an additional monthly fee. Also, if the resident wishes to park in a covered parking spot, they will need to contact the JBMI Office and get on the waiting list for a spot. Covered parking spots are first-come, first-served, and will also incur an additional monthly fee. **NOTE:** Covered parking spaces are only allowed for home owners, not tenants; only one covered parking space can be assigned to a resident/household.

Every new resident must be set up in AppFolio (this is the program that JBMI uses to process monthly moorage dues). Once you provide the JBMI Office with your email address, you will receive an invitation via email to sign up for AppFolio. If you do not receive an invitation email, please contact the office for assistance.

If the new resident received any gate keys and/or FOBs from the previous resident, they will need to send a list of those gate keys and/or FOBs to JBMI Office and make sure those gate keys/FOBs get transferred into their names. Also, if the new resident wishes to acquire more gate keys and/or FOBs, they must visit the JBMI Office during hours of operation and submit a request for more (there is a fee for additional gate keys/FOBs). Tenants may be provided FOBs and gate keys from their landlord.

- The new resident should receive at least one mailbox key from the previous resident (mailboxes are located at the top of the ramps). However, if they did not (or if they'd like to have additional keys made), they must visit the JBMI Office during hours of operation and request more (there is a fee for additional mailbox keys). Landlords may provide mailbox keys to their tenants.
  
- If the new resident / tenant owns any water craft, they will need to provide the JBMI Office with copies of the boat registration certificate. The registration certificate can be emailed to the JBMI Office at: [jbmiinc@comcast.net](mailto:jbmiinc@comcast.net), or drop it off at the JBMI office mail box in person at: 1881 N. Jantzen Avenue; Portland, OR. 97217. After submitting their boat registration certificate, the JBMI Harbor Master may reach out to them for additional information.

**FOR NEW HOMEOWNERS ONLY:**

- Every new resident must provide a copy of their homeowner insurance policy declaration page to the JBMI Office at: [jbmiinc@comcast.net](mailto:jbmiinc@comcast.net), or mail it/drop it off at the JBMI office at: 1881 N. Jantzen Avenue; Portland, OR. 97217. Updated insurance coverage information must be provided to the JBMI Office regularly.
  
- Once the new resident receives their Certificate of Title from the Marine Board, they will need to provide a copy to the JBMI Office at: [jbmiinc@comcast.net](mailto:jbmiinc@comcast.net), or mail it/drop it off at: 1881 N. Jantzen Avenue; Portland, OR. 97217.

**NOTE:** Usually, the title company that assists in the sale of the home will initiate the request for the Certificate of Title from the Marine Board. If the resident purchased their home via For Sale By Owner, they may have to reach out to the Marine Board directly to obtain a copy of their Certificate of Title: (503) 378-8587.

Lastly, be sure to check out the JBMI website for any helpful information, updates and forms: [www.jbmi.net](http://www.jbmi.net)