

# PREPARING FOR MOVE IN

## LIST OF ITEMS TO HELP YOU GET ORGANIZED FOR YOUR MOVE IN

*It is extremely important that you coordinate your move in with your roommates to alleviate confusion and make the move in process as fluid as possible. Please make sure that you know your address, zip code, and apartment number, if applicable.*

**ONLY ONE PERSON WILL NEED TO BE PRESENT AT THE SCHEDULED MOVE IN TIME.** THIS PERSON WILL RECEIVE THE KEYS FOR ALL OF THE TENANTS FOR THE PROPERTY AND PERFORM THE MOVE IN INSPECTION.

**CALL AND SCHEDULE YOUR UTILITIES TO BE TRANSFERRED NO LATER THAN JULY 15TH** INTO YOUR/ROOMMATES NAME PRIOR TO YOUR MOVE IN DATE/TIME. UTILITIES MAY INCLUDE, VECTREN, DUKE, CITY OF BLOOMINGTON WATER, AND COMCAST. YOUR COMPLETE LIST CAN BE FOUND ON THE "MOVE IN LETTER" THAT HAS BEEN EMAILED/MAILED TO YOU. FAILURE TO PUT THE UTILITIES IN YOUR NAME WILL RESULT IN FEES AND DISCONNECTION.

**SCHEDULE YOUR MOVING/STORAGE COMPANY DATES.** THE SOONER THE BETTER! THEIR SCHEDULES FILL UP QUICKLY FOR THE ENTIRE MONTH OF AUGUST.

**MAKE SURE, IF POSSIBLE, TO HAVE YOUR PARKING PASSES, ASSIGNMENTS, AND INFORMATION** PRIOR TO YOUR ARRIVAL IN BLOOMINGTON. IT IS EXTREMELY CONGESTED DURING MOVE INS AND KNOWING WHERE YOU WILL PARK WILL HELP TREMENDOUSLY.

**COORDINATE WITH YOUR ROOMMATES AS TO WHO WILL BE ARRIVING FIRST.** PLEASE LET THE OFFICE KNOW IF YOU OR YOUR ROOMMATES ARE NOT ABLE TO MAKE YOUR SCHEDULED MOVE IN TIME. WE WILL NEED TO SCHEDULE AN ALTERNATIVE DATE/TIME IMMEDIATELY.

**DO YOU HAVE YOUR TENANT PORTAL SET UP?** IF YOU HAVE NOT RECEIVED AN EMAIL FROM OUR OFFICE TO SET UP YOUR PORTAL, PLEASE CONTACT US PRIOR TO AUGUST. THIS IS VERY IMPORTANT. YOUR PORTAL IS YOUR MAIN HUB FOR YOUR LEASE TERM. THIS IS HOW YOU PAY RENT, HOW YOU PUT IN MAINTENANCE REQUESTS, AND VIEW THE HOUSE/APARTMENT LEDGER FOR EACH PAYMENT AND REQUEST.

**DO NOT SHIP PACKAGES TO OFFICE OR PROPERTY PRIOR TO THE MOVE IN DATE.**

**RENT BREAKDOWN** IT WILL BE HELPFUL TO COORDINATE WITH YOUR ROOMMATES TO FIGURE OUT WHAT AMOUNTS YOU EACH WILL BE PAYING. ONCE YOU HAVE FIGURED OUT THE BREAKDOWN PLEASE NOTIFY OUR OFFICE (EMAIL IS FINE) WITH THE AMOUNTS FOR EACH PERSON.

*Please contact the office with further inquiries*