



IUStudentApts.com
— BLOOMINGTON, IN —

MOVE-IN DAY!

417 S. FESS AVE

RARA AVIS APARTMENTS

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Welcome to Rara Avis Apartments! We're happy you're living here. As a family owned and managed rental property business, we've dedicated 40+ years to providing clean, well maintained, and secure housing, helping students have a positive college experience while in Bloomington.

MOVE-IN DAY INSTRUCTIONS

1. CHECK IN INSPECTION SHEET

If you're doing a virtual Check-In, your ACCESS CODE will be provided to you to gain entry to your dwelling. You'll find a packet waiting for you. The *Check-In Inspection Sheet* is located in the packet. If you're part of a group, only 1 person must conduct the Check-In. Please take as much time as you need to inspect each room in the dwelling and fill out the form as you go. Please sign your name(s) and date at the bottom of the form when complete.

The inspection is to be done **PRIOR** to moving your belongings inside. ****Please explain this requirement to parents/family members/friends who are there to help you on moving day.**

Joint check-ins are required by the City of Bloomington. Virtual Check-Ins will be conducted over FaceTime or Zoom. We may shoot video of the unit prior to your move in day. We encourage you to also take video of the condition of the unit when you check in, prior to moving furniture inside.

2. TENANTS RIGHTS AND RESPONSIBILITIES FORM

The City of Bloomington requires signatures on the *Tenants Rights and Responsibilities Form*, located in the packet. Please read the form, sign and date where indicated, and return to the envelope. All tenants are required to sign this form by the City. Please ensure that you sign it upon arrival and return it to the packet.

3. SMOKE DETECTOR FORM

The City of Bloomington provides a *Smoke Detector Compliance Form*, located in the packet. Please read the form, sign and date where indicated, and return to the envelope. All tenants are required to sign this form by the City. Please ensure that you sign it upon arrival and return it to the packet.

4. ADDITIONAL ITEMS FORM

There is an *Additional Items Form* in the packet listing items that are being provided to you upon move-in. (if applicable to your unit) Tenants are responsible for replacing these items for the next group of tenants upon move out. Please ensure that you sign it upon arrival and return it to the packet.

5. CLEANING and REPAIR FORM

The last page to sign is a *Cleaning and Repair Form* in your packet. Please read thoroughly and sign.

6. PARENT GUARANTEES AND INSURANCE FORMS

If you have yet to submit your Parent Guarantee and Insurance Forms, please place them in the packet now, or send electronically.

7. KEYS

Access Codes allow you to use a keyless entry to your dwelling. If applicable, additional entry keys will be left for each tenant. Individual Bedroom keys are labeled and conveniently left in bedroom doorknobs.

8. PAYMENT OF AUGUST RENT

Your first month's rent is due on the day your lease starts, or before. If you have not made arrangements through your bank for an electronic check for your first payment, please provide a check to RAA today.

All checks should be made payable to:

**Rara Avis Apartments
P.O. Box 414
Bloomington, IN 47402**

***How to pay rent:** Preferably, payment of rent should be arranged through your bank and mailed via bank issued physical check by the 25th day of each month to be received by Rara Avis Apartments on or before the 1st day of each month.

If this is not possible, other options are:

- Mail a check to the address above
- Place rent in an envelope and slide under the office door at 417 S. Fess
- Place rent in the secure box outside the apartment building behind the gate door.
- Rent may also be paid through Zelle. Please contact us for necessary tokens.

9. RETURN CHECK-IN PACKET

When all roommates have signed the forms, we'll pick up the Check-In packet. Let us know when all roommates have arrived. We may reach out to you daily to connect until all parties have arrived and signed forms. Thank you for your attention to signing all the documents. We will scan and provide copies to each of you.

Welcome Home to IUStudentApartments!

Keith and Mary Alice Hoover, Daniel Hoover & Aimee Page