



WELCOME TO 1302 S. PARK

812-336-6898

Daniel Hoover

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Aimee Page

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Keith & Mary Alice Hoover, Owners Kandma@comcast.net

YOUR MOVE-IN TO-DO LIST:

1. Utilities: You will need to contact the utility companies and request that the utilities be placed in your name(s). Please provide us with the name(s) of the individual who will be responsible for each utility.

-Duke Energy—Electricity (800) 521-2232 <https://www.duke-energy.com/>

-Centerpoint--Gas for furnace & hot water heater (800) 227-1376

<https://www.centerpointenergy.com/en-us/residential?sa=in>

-City of Bloomington Utilities (CBU)—water & trash (812) 349-3930

https://bloomington.in.gov/utilities_forms/index.php?form=individualcustomercontract/

The above link allows you to submit your form online.

-Comcast—Cable & Internet. (800) 266-2278 <https://www.xfinity.com/> Service provider schedules fill up in August and September when students return, so the sooner you contact them to establish a start date the better! Comcast needs you there to give them access for testing services, signing forms and payment.

2. Schedule a Joint Check-In

Please allow 24 hrs for appointment confirmation response.

If you're part of a group, only 1 person must conduct the check-in, so roommates may stagger their arrivals. A "joint check in" is a meeting between the tenant(s) and landlord going through the unit, whether in person or virtually. Joint check ins are required by the City of Bloomington.

*Your entry code will be texted to you for virtual check ins.

*Forms to sign will be on the counter in a packet.

*Room keys will be hanging in the bedroom door locks.

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.

Using your Check-In/Check-Out Inspection Form located in packet, you will complete an inspection of the dwelling ***prior to moving your belongings inside***. Please explain this requirement to parents/family members/friends who tag along on moving day.

All tenants are required by the City to sign the paperwork located in packet. Please sign the forms upon arrival and place in the envelope. We will collect them when all roommates have signed each document.

3. Obtain Renter's Insurance Policy 2+ weeks prior

Please provide a copy of the Renter's Insurance policy OR Certificate of Liability via email to AHooverPage@gmail.com 14 days (or more) prior to your lease beginning date. Your policy should name "Keith and Mary Alice Hoover, P.O. Box 414 Bloomington, IN 47402 as 'Additional Insured' or 'Additional Interest' " in the amount of \$300,000.00 for the duration of the lease term.

4. Pre-Pay First month's rent *Please have your first month's rent paid on or before the 1st of the month, either mailing a check, or in advance through your bank.

***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 on or before the 1st day of each month.

If this is not possible, other options are:

- Mail a check to the address below
- Place rent in our secure box. It is located outside the 417 S. Fess Ave. apartment building, behind the gate door, you'll see a mail slot.
- In some cases, Venmo is accepted. Please email us if this is necessary.

All checks should be made payable to:

**Daniel Hoover, P.O. Box 414
Bloomington, IN 47402**

Welcome to IUStudentsApts! 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.

Thanks for your attention to these essential items! We look forward to hearing from you soon and helping you get settled in.

IUStudentApts

Keith & Mary Alice Hoover, Daniel Hoover & Aimee Page