

PAGE PROPERTIES

715 E. Hunter Ave.

WELCOME HOME!

Contact Information:

Aimee Page 860-235-9532

AHooverPage@gmail.com

Mitch Page 860-460-3969

MitchaelPage@gmail.com

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) for your lease start date. Please provide Page Properties 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 1-800-227-1376

<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--(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](#).

Only 1 person must conduct the Check-In Inspection, 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-In and Check-Out inspections 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 verify the condition of the dwelling, and complete all paperwork in the Check-In Packet **prior to moving your belongings inside.**
*Please explain this requirement to parents/family members/friends who tag along on moving day.

Each tenant is 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.

****IMPORTANT! Please note: Only twin or full mattresses and box springs will fit through the stairwell due to the age of the house.**

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 "Mitchael and Aimee Page, dba/Page Properties, P.O. Box 414 Bloomington, IN 47402 as 'Additional Insured' or 'Additional Interest' " in the amount of \$100,000.00 liability for the duration of the lease term.

4. Rent payment: *Rent is due prior to, or on the 1st of each month.* Your rent may be paid in a variety of ways. If you prefer to pay rent in cash or check, there is a drop box in the laundry room for your convenience. Electronic bank checks may be mailed to:

Page Properties
P.O. Box 414
Bloomington, IN 47402

Electronic rent payments may be made through Zelle. Tokens are: AHooverPage@gmail.com and 860-235-9532. We will also accept Venmo payments @Aimee-Page-8.

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

Sincerely,

Aimee & Mitch Page