



Welcome To 1302 S. Park

812-336-6898

Daniel Hoover, Owner

danielkhoover@me.com/ 812-272-7381

Aimee Page

AHooverPage@gmail.com/ 860-235-9532

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

YOUR MOVE-IN TO-DO LIST:

- 1. Obtain** a Renter's Insurance Policy 2+ weeks prior to your lease starting. Please provide a copy of the Renter's Insurance policy OR Certificate of Liability via email to AHooverPage@gmail.com 14 days prior (or more) 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.
- 2. 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 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. Schedule the appt for a date *after* your lease begins.

3. Notify us of your move in date. Leases typically begin AUG 1 at NOON, and roommates may move in at any time after that.

*Your entry code will be texted to you.

*Forms to sign will be on the kitchen counter in a Check-In Packet.

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

4. Perform a Check-In Inspection upon arrival to the unit, using the form found in the Check-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. Renter's Insurance should be in effect at the time the lease starts. Tenants are responsible for any accidental damage by well meaning friends and family occurring during move in.*

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.

5. Be available for a Joint Check-In with us within the first **10 days of moving in, as per City requirements.** We will be in contact with you to schedule a Joint Check-In, and collect the completed paperwork. 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.

6. Rent payment: Rent is due prior to, or on the 1st of each month.

Please pay your first month's rent by AUG 1.

*3 options to pay rent:

1. Arrange through your bank to have a bank issued physical check mailed by the 25th day of each month. All checks should be made payable to, and mailed to:

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

2. Place rent in the form of personal check or cash in an envelope and place in our drop box at 417 S. Fess Ave, behind the chain link gate near the front doors.

3. Electronic rent payments may be made through Zelle. Please contact us for the tokens to use.

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,

Daniel Hoover
Aimee Page
and Keith & Mary Alice Hoover