



# WELCOME HOME!

1302 S. Park

Daniel Hoover, Owner  
[daniel@iustudentapts.com](mailto:daniel@iustudentapts.com) 812-272-7381

Aimee Page  
[aimee@iustudentapts.com](mailto:aimee@iustudentapts.com) 812-318-0005

Keith Hoover, Owner  
[kandma@comcast.net](mailto:kandma@comcast.net)

Mary Alice Hoover, Owner  
[mahoover43@gmail.com](mailto:mahoover43@gmail.com)

Welcome! 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.

## To-Do List for MOVING IN:

**1. CONTACT** 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/](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.

**2. OBTAIN** a Renter's Insurance Policy now. Please provide a copy of the Renter's Insurance policy OR Certificate of Liability via email to [mahoover43@gmail.com](mailto:mahoover43@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.

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.

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.

**3. PAY RENT** Your first month's rent is due on AUG 1, OR by the day your lease starts. Rent is due prior to, or on the 1st of each month.

3 options to pay rent:

1. Electronic rent payments may be made through Zelle. Tokens are Mary Hoover, **812-369-5994**. *Please notate last name, street address, and (month) rent.*

2. Mail a personal check to the address below, or place rent in the form of personal check or cash in an envelope and place it in our drop box at 417 S. Fess Ave. At the front doors of the building, directly behind you there is a gate---swing it open and there is a drop box slot behind the gate. Please, always place your rent in a labeled envelope. Thank you.

3. 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:

All checks should be made payable to:

Daniel Hoover

P.O. Box 414

Bloomington, IN 47402

**3. SCHEDULE** a Joint Check-In time. Leases begin at NOON, and roommates may schedule to move in at any time after that on the day the lease begins.

<https://docs.google.com/document/d/1TpbpOSi88LtCeSpixkEN05izVNPxnkHUASILM-Yfr9s/edit>

Joint check-ins (a time where the Tenant and Landlord meet) are required by the City of Bloomington. Each tenant is required by the City to sign paperwork located in the provided packet. Please sign the forms upon arrival and place back inside the packet. We may reach out to you daily to connect until all parties have arrived and signed forms. You'll perform a Check-In Inspection upon arrival to the unit, using a 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.

\*Only tenants listed on the lease are authorized to be in the unit during the Joint Check-In. Please explain this requirement to family & friends who are with you 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.

Thank you for your attention to signing all the documents. We will scan and provide copies to each of you.

Daniel Hoover

Keith & Mary Alice Hoover

Aimee Page