



601 North College Avenue, Suite 1A
Bloomington, IN 47404
Phone: 812-339-8777
Fax: 812-334-2507
www.TenthAndCollege.com

*Cedarview Management welcomes you for the upcoming year.
Please refer to the information below regarding the move in process.*

BEFORE MOVE IN:

VERY IMPORTANT- The following must be done before ANYONE will be given keys and allowed to move in.

1. Your Duke Energy Account Number (electric) must be provided to us by **July 31st (or before you move in if your lease begins before July 31st).**
 - a. ***Make sure electric is **transferred** into your name effective your move in date***
 - b. If you have roommates, coordinate with them who is responsible for the electric!
 - c. Please complete the *Utility Account Form* (available on our website under the “Forms” link) & return via fax or email **OR** simply email your name, address / apartment number, and Duke account number to us.
2. If you are responsible for Water (City of Bloomington Utilities) or Gas (Vectren) service, these account numbers must also be provided to the Management Office by **July 31st (or at least 2 days before you move in if your lease begins before July 31st).**
 - a. ***Make sure gas and/or water is **transferred** into your name effective your move in date***
 - b. Please complete the *Utility Account Form* & return via fax or email **OR** simply email your name, address / apartment number, and Vectren (gas) / CBU (water) account number to us.
3. ALL paperwork and monies from all roommates MUST BE TURNED IN BEFORE we release your keys.
 - a. If you have roommates, check with them to make sure they have turned everything in!
 - b. YOU CANNOT MOVE IN IF PAPERWORK / PAYMENTS ARE MISSING FROM ANYONE!

Paperwork may be faxed to **812.334.2507** or emailed to info@tenthandcollege.com. Payments should be mailed to the address listed above. Remember to include your name & new address on the check's memo line!

DAY OF MOVE-IN:

1. *Refer to the attached schedule to find out if you need to make an appointment for your move in and what times we are open for move ins!*
2. You (and your roommates) should come to the Management Office **AS A GROUP** on your move in date.
 - a. If one of the roommates cannot be at the move in, they must complete the *Tenant Info and Release Keys to Roommate* Form (available on our website under the “Forms” link) and return it to the Management Office **at least two days prior** to your Lease Start date.
3. If you are bringing a vehicle, we will require –
 - a. Make, Model & Color of your vehicle
 - b. License plate state & number
4. If you are bringing a bicycle, we will require –
 - a. Make, Model & Color of your bicycle
 - b. Serial number

IF YOU ARE NOT MOVING IN ON YOUR LEASE START DATE:

PLEASE notify us of your anticipated arrival date.

We look forward to a great year!

CEDARVIEW MANAGEMENT
UTILITY ACCOUNT INFO – MUST BE TURNED IN PRIOR TO MOVE IN!!

PROPERTY ADDRESS: _____ (Bloomington, IN 4740____)

TENANT NAME: _____

LEASE START DATE: _____

If you are required to place any utility service(s) into your name, please provide the account number for each service that you have placed into your name. *Your utility service start date must be the first day your Lease begins. If a required utility service is not placed in your name as of the Lease start date – and does not remain in the resident’s name the full term of the Lease - you will be charged a **\$25/bill** administrative fee for each utility bill that is not in your name, and/or for each utility bill that is paid on your behalf during your lease term.*

ELECTRIC SERVICE (REQUIRED -- All Apartments & Houses): MUST HAVE PRIOR TO MOVE IN

Duke Energy = 1.800.521.2232 or www.duke-energy.com

Account Number: _____

GAS SERVICE (Houses only):

Vectren = 1.800.777.2060 or www.vectren.com

Account Number: _____

WATER SERVICE (Houses only):

City of Bloomington = 812.339.1444 or www.bloomington.in.gov/utilities/

Account Number: _____

TRASH PICK-UP & RECYCLING (Houses only):

Trash stickers** can be purchased at all grocery store convenience counters

These stickers are required by the City in order for your trash to be picked up

To find out what day your trash & recycling are picked up –

Contact the City of Bloomington = 812.349.3410 or www.bloomington.in.gov

CABLE (Varies by location, check your lease or call the management office):

Comcast = 1.866.696.4893 (any location other than Beechwood I & II).

Satellite tv is not permitted other than Beechwood I & II and Waterview

DirecTV (Bloomington Video & Data) **Beechwood I & II ONLY** = 812.335.1770 or www.iuonline.tv click on “special apartment pricing” and look for “Beechwood”.

DirecTV (**Waterview****) = 855.838.4388 or www.directv.com. ****Waterview may choose DirecTV or Comcast**

INTERNET (Varies by location, check your lease or call the management office):

Comcast = 1.866.696.4893 or www.Comcast.com

*REMEMBER – August is a very busy month for utility companies in Bloomington.
You will want to call them at least 3-4 weeks before your lease start date
to make sure you have utility service when your lease begins...*

601 N. College Avenue, Suite 1A – Bloomington, IN 47404

812.339.8777 Tel – 812.334.2507 Fax

info@TenthAndCollege.com

Identity Verification Form Instructions

Instructions for Applicant

1. Complete all fields in Section I.
2. Present yourself to a notary.
3. Have a notary complete Section II. (If possible, request an ink notary stamp that can be faxed.)
4. Complete both of the following steps:
 - a. Fax the completed form to Duke Energy at 1.800.519.3853 or email the form to MWIDVerification@duke-energy.com
 - b. Mail this completed original form to:
Duke Energy
644 Linn St EF367 -
Attn: Credit Investigation
Cincinnati, Ohio 45203

Note: The original notarized form with all fields completed must be received at the address listed above within ten business days or the account is subject to disconnection. We recommend you keep a copy for your records.

Instrucciones para llenar la forma de Verificación de Identidad

Instrucciones para el Solicitante

1. Llene toda la información requerida en la Sección I.
2. Lleve la forma a un notario para su certificación.
3. Pida al notario que llene la Sección II. (Si es posible, solicite al notario que use un sello de tinta para que la forma pueda ser remitida por fax.)
4. Continúe con los siguientes dos pasos:
 - a. Envíe la forma por fax a Duke Energy al 1.800.519.3853, ó por correo electrónico a MWIDVerification@duke-energy.com
 - b. Envíe la forma original por correo a:
Duke Energy
644 Linn St EF367 -
Attn: Credit Investigation
Cincinnati, Ohio 45203

Nota: La forma original certificada por un notario se debe recibir en las direcciones especificadas arriba en un plazo de diez días, de no ser así, la cuenta estará sujeta a desconexión. Le recomendamos que mantenga una copia para sus archivos.

Identity Verification Form

Upon request by Duke Energy, this form must be completed to validate the identity of the individual establishing or maintaining a utility account with Duke Energy.

Section I

In compliance with my application for utility service with Duke Energy, or continuation of service:

I, _____, the utility service applicant and undersigned, do hereby state and declare the following:

This affidavit concerns utility service at the following service location:

Address: _____
City: _____ State: _____ Zip: _____ Phone #: _____

Note: You must complete all fields in Section I above.

Email Address: _____
(We may contact you via email if we have additional questions)

I understand that knowingly making any false or fraudulent statement or representation may constitute a violation of federal, state, or local criminal statutes, and may result in imposition of a fine or imprisonment or both.

Applicant Signature: _____ Date: _____

Section II

State _____ County _____

I do hereby certify that _____ (Applicant) personally appeared before me this day and is known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument, and acknowledged that he/she executed the same for the purposes therein contained.

WITNESS my hand and official seal this _____ day of _____ in the year of 20_____.

My Commission expires: _____

(Notary Printed Name)

(Notary Signature)

Welcome Home Cedarview Residents!

If you are unable to attend the move in appointment with your roommate(s), please complete this form and return to our office. We will then release your keys to your roommate designated below.

Fax (812.334.2507)

Email (info@TenthAndCollege.com)

Please Print

DATE: _____

Street Address or Building Name: _____

NAME: _____

Apartment #: _____

Email Address: _____

Cell Phone #: _____

VEHICLE Make: _____

Model: _____

Color: _____

License Plate#: _____ State: _____

BICYCLE Make: _____

Model: _____

Color: _____

PARENT / EMERGENCY INFO:

Name: _____

Home Phone #: _____

Street Address: _____

Cell #: _____

City, State Zip: _____

Email Address: _____

I am aware that there is a \$100 replacement fee if my key fob is damaged, lost, or if I fail to return it to the leasing office.

I give permission to release my apartment key(s) and/or key fob to my roommate [print roommate name] _____.

Tenant Signature: _____

Tenant Signature: _____

FOR OFFICE USE:

FOR OFFICE USE:

Key Fob #: _____

Guest Box Code: _____

Cable Box 1 Serial # _____

Vehicle Sticker Color / #: _____

Cable Box 2 Serial # _____

Vehicle Parking Spot #: _____

Move In Insp Date & Time: _____

Bike Sticker Color / #: _____

June 2017 - Cedarview Management Move In Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28 OFFICE CLOSED	29 Memorial Day OFFICE CLOSED	30 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	31 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	1 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	2 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	3 NO MOVE INS
4 OFFICE CLOSED	5 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	6 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	7 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	8 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	9 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	10 NO MOVE INS
11 OFFICE CLOSED	12 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	13 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	14 Flag Day Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	15 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	16 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	17 NO MOVE INS
18 Father's Day OFFICE CLOSED	19 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	20 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	21 Summer Solstice Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	22 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	23 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	24 NO MOVE INS
25 OFFICE CLOSED	26 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	27 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	28 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	29 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	30 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	

July 2017 - Cedarview Management Move In Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 OFFICE CLOSED
2 OFFICE CLOSED	3 OFFICE CLOSED	4 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	5 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	6 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	7 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	8 NO MOVE INS
9 OFFICE CLOSED	10 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	11 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	12 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	13 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	14 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	15 NO MOVE INS
16 OFFICE CLOSED	17 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	18 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	19 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	20 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	21 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	22 NO MOVE INS
23 Parents' Day OFFICE CLOSED	24 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	25 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	26 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	27 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	28 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	29 NO MOVE INS
30 OFFICE CLOSED	31 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance					

August 2017 - Cedarview Management Move In Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	2 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	3 Move In NO Appt First Come, First Serve 1p - 5p	4 Move In NO Appt First Come, First Serve 1p - 5p	5 Move In By Appt ONLY 10:30a - 2:30p MUST SCHEDULE At Least 2 days in advance
6 OFFICE CLOSED	7 Move In By Appt ONLY 1p - 5p MUST SCHEDULE At Least 2 days in advance	8 Move In NO Appt First Come, First Serve 1p - 5p	9 Move In NO Appt First Come, First Serve 9-11a & 1-4p	10 Move In NO Appt First Come, First Serve 9-11a & 1-4p	11 Move In NO Appt First Come, First Serve 9-11a & 1-4p	12 Move In By Appt ONLY 10:30a - 2:30p MUST SCHEDULE At Least 2 days in advance
13 OFFICE CLOSED	14 Move In NO Appt First Come, First Serve 9-11a & 1-4p	15 Move In NO Appt First Come, First Serve 9-11a & 1-4p	16 Move In NO Appt First Come, First Serve 9-11a & 1-4p	17 Move In NO Appt First Come, First Serve 9-11a & 1-4p	18 Move In NO Appt First Come, First Serve 9-11a & 1-4p	19 NO MOVE INS
20 OFFICE CLOSED	21 IU STARTS!	22	23	24	25	26 NO MOVE INS
27 OFFICE CLOSED	28	29	30	31		