



Leasing Office: 601 North College Avenue, Suite 1 - Bloomington, IN 47404
812-339-8777 Tel - 812-334-2507 Fax - Info@TenthAndCollege.com

MOVE IN INSTRUCTIONS

ALL KEYS MUST BE PICKED UP AT THE LEASING OFFICE (ADDRESS ABOVE)

We will conduct your move in inspection prior to your arrival. You may email info@tenthandcollege.com to request a copy of the move in inspection be emailed to you AFTER you pick up your keys.

Remember:

- We must have all relevant utility account numbers prior to your lease start date;
- If you are arriving AFTER your roommate(s), complete the paperwork and send back to us – we will release your keys (and parking permit when applicable) to a roommate!
 - https://drive.google.com/file/d/1f5KUH6kXPUU4hfqfFWHnBl-a_eMwZQc/view

We encourage you to:

- Complete all move in paperwork ahead of time and bring to your move in appointment to expedite receiving keys. Link below...
https://drive.google.com/file/d/1f5KUH6kXPUU4hfqfFWHnBl-a_eMwZQc/view
- During busier days, we may have tables set up outside, in front of our office entry – rain or shine. Please be prepared for the weather, as there is limited coverage in this area;
- Set-up your Appfolio® Tenant portal – so you can submit maintenance requests and check your account balance. THIS PORTAL CANNOT ACCEPT PAYMENTS

VERY IMPORTANT!! TO HELP MAKE YOUR MOVE IN QUICK & PAINLESS:

- KNOW YOUR LEASE START DATE;
- CHECK THE ONLINE KEY RELEASE SCHEDULE TO SEE IF YOU NEED AN APPOINTMENT & WHAT HOURS YOU CAN PICK UP KEYS
- MAKE SURE ALL PAYMENTS AND DOCUMENTS HAVE BEEN TURNED IN... AS WELL AS THOSE OF YOUR ROOMMATES;
- MAKE SURE YOU HAVE GIVEN US YOUR UTILITY ACCOUNT NUMBER(S);

We cannot provide staff to help you move in. If you need help, you may consider reaching out to a local moving service. Do it soon! They quickly book up!

*****A Better Way Moving & Storage offers Cedarview and Tenth & College residents discounts - <https://abetterwaymovingandstorage.com/>***



Tenth & College

812.339.8777 Tel - info@TenthAndCollege.com

IMPORTANT MOVE IN INFORMATION BELOW – PLEASE READ!!

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 (electric) Account Number must be provided to us by **BEFORE YOUR LEASE START DATE.**
 - a. ***Make sure electric is **started in 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* in this packet & 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 **BEFORE YOUR LEASE START DATE.**
 - a. ***Make sure gas and/or water is **transferred into your name effective your move in date*****
 - b. Please complete the *Utility Account Form* in this packet & 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!

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 you cannot be at the move in and would like a parent or roommate to pick up keys, the following list of forms must be completed and returned **BEFORE YOUR LEASE START DATE.**
 - i. Cedarview Management Move-In Form
 - ii. Smoke Detector Compliance Form
3. If you **HAVE REGISTERED FOR PARKING**, we will require –
 - a. Make, Model & Color of your vehicle
 - b. License plate state & number (we suggest taking a photo with your phone & bringing to move in)

Note – parking is not guaranteed in buildings that have parking lots with unassigned spaces!.

Paperwork may be faxed to **812.334.2507** or emailed to [**info@tenthandcollege.com**](mailto:info@tenthandcollege.com)

**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!



Tenth & College

812.339.8777 Tel - info@TenthAndCollege.com

HELLO – Please note packages cannot be held at your future address, prior to your arrival. If you are shipping items, we suggest utilizing one of the following services.

UPS Customer Center in BLOOMINGTON

Self-Service UPS Shipping, Drop Off and Hold for Pick up services.

<https://locations.ups.com/us/en/in/bloomington/customer-center-006661.html>

Address

1700 LIBERTY DR
BLOOMINGTON, IN 47403
888.742.5877 Tel

Services at this Location

- Create a New Shipment with Self-Service Kiosk
- Drop Off
- **Hold for Pick Up**
- Limited Packaging Supplies
- Print Mobile Shipping Labels

=====

Place an Order for Delivery to an Amazon Hub

If all items in your order are eligible, you'll see the option to search for an Amazon Hub during checkout.

To place an order for delivery to an Amazon Hub:

1. Place an eligible item in your shopping cart and select **Proceed to Checkout**.
2. When choosing a delivery address, select **Search for a Pickup Point location near you**.
3. Search by zip code, address, or landmark.
4. Select **Ship to this address** beside your chosen location.
5. Complete your order.

When your package is ready for you to collect, we'll email you. This email will contain the information you need to collect your package.



812.339.8777 Tel - info@TenthAndCollege.com

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

PROPERTY ADDRESS: _____ **Bloomington, IN**

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 (ALL Apartments & Houses) – REQUIRED & MUST HAVE PROVIDED PRIOR TO MOVE IN

Duke Energy = 1.800.521.2232 or <https://tinyurl.com/bdepw5th>

Account Number: _____

GAS SERVICE (Single Houses only):

CenterPoint Energy = 1.800.227.1376 or <https://midwest.centerpointenergy.com/service>

Account Number: _____

WATER SERVICE (Single Houses only):

City of Bloomington = 812.339.1444 or <https://bloomington.in.gov/utilities/residential>

Account Number: _____

TRASH PICK-UP & RECYCLING (Single Houses only):

Trash fees are included on your water bills from CBU. You are responsible for fees assessed for missing trash & recycling totes.

To find out day the City picks up your trash & recycling - <https://bloomington.in.gov/mybloomington/>

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

Xfinity = 1.866.696.4893 or www.Xfinity.com

****If internet is provided by Landlord, it is a private network. Except for the 1st floor of Tenth & College, any residents who wish to have WIFI in their apartment / townhome where internet is provided by the Landlord, will need to provide their own **ethernet** wireless router.**

****G3 & Bentley residents must arrange for an Xfinity router BY VISITING THE LOCAL XFINITY OFFICE. This router is at no cost to you, unless it is not returned to Xfinity.**

****Water's Edge residents may choose service from ATT or Xfinity. There is a modem located in the media panel of each unit with a QR code so that you may immediately set up your service the day you move in.**

CABLE TELEVISION:

Xfinity (was Comcast) = 1.866.696.4893 or www.Xfinity.com

DirecTV (**Waterview, Beechwood I & II ONLY****) = 855.838.4388 or www.directv.com.

****ONLY Waterview, Beechwood I & Beechwood II have a choice between DirecTV or Comcast**

Satellite tv is NOT permitted at any location, unless there is an existing dish present. NO NEW DISHES can be installed.

August is a very busy month for utility companies in Bloomington. You will want to contact utilities at least 3-4 weeks before your lease start date ...



812.339.8777 Tel - info@TenthAndCollege.com

CEDARVIEW MANAGEMENT / TENTH COLLEGE
INTERNET INFO FOR RESIDENTS

Building Address	Building Name	Internet Set Up By	Equipment TENANT NEEDS TO PROVIDE
106, 109, 112 & 115 E. Aqua Wa	Water's Edge	Tenant	Choice of ATT or Comcast/Xfinity Equipment preinstalled in apt
106-108 E. Kirkwood	OddFellows	Landlord	Ethernet Wireless Router
1200 N. Woodlawn	The Tailgate House	Tenant	Setting up service with Comcast/Xfinity is recommended
1280 N. College	Gateway	Landlord	Ethernet Wireless Router
1415 E. Hunter	Haven on Hunter	Tenant	Setting up service with Comcast/Xfinity is recommended
200 S. Washington	CitySide (North)	Landlord	Ethernet Wireless Router
250 S. Washington	CitySide (South)	Landlord	Ethernet Wireless Router
215 S. Walnut	The Alexa	Landlord	Ethernet Wireless Router
219 & 219.5 E. 8th	Stout Mansion & Carriage Hse	Tenant	Setting up service with Comcast/Xfinity is recommended
221 E. Kirkwood	Kirkwood Towers	Landlord	Ethernet Wireless Router
2539 E. Eastgate	East Bay I	Landlord	Ethernet Wireless Router
2549 E. Eastgate	East Bay II	Landlord	Ethernet Wireless Router
313 N. Grant	Red Barn Annex House	Tenant	Setting up service with Comcast/Xfinity is recommended
316 E. Second	Beechwood I	Landlord	Ethernet Wireless Router
322 E. Second	Beechwood II	Landlord	Ethernet Wireless Router
317 E. 7th St	Red Barn House	Tenant	Setting up service with Comcast/Xfinity is recommended
318 E. Third St	G3	Landlord / Tenant	Tenant must get equipment & activate service with Comcast/Xfinity
321 N. Washington	Stone Mansion	Tenant	Setting up service with Comcast/Xfinity is recommended
403 E. Smith	Stones Throw House	Tenant	Setting up service with Comcast/Xfinity is recommended
504 E. Cottage Grove	The Grove	Tenant	Setting up service with Comcast/Xfinity is recommended
509 E. 10th	Cedarview	Tenant	Setting up service with Comcast/Xfinity is recommended
511 E. 14th	Tailgate Crossing	Landlord	Ethernet Wireless Router
513 E. 14th	Tailgate Crossing	Landlord	Ethernet Wireless Router
515 E. 11th	Woodstone	Tenant	Setting up service with Comcast/Xfinity is recommended
531 N. College	Studio 531	Landlord	Ethernet Wireless Router
532 N. Morton	Morton Mansions	Landlord	Ethernet Wireless Router
533 N. Lincoln	The Lincoln House	Tenant	Setting up service with Comcast is recommended
601 N. College Ave	Tenth & College	Landlord	Ethernet Wireless Router
602 N. Morton	Tenth & College Village	Landlord	Ethernet Wireless Router
612 N. Grant	Barneys Place	Tenant	Setting up service with Comcast/Xfinity is recommended
619 N. Morton	Tech Park Apartments	Landlord	Ethernet Wireless Router
630 N. Morton	Tenth & College Horizons	Landlord	Ethernet Wireless Router
632 N. College	632 House	Tenant	Setting up service with Comcast/Xfinity is recommended
640 N. Morton	Morton Grad	Landlord	Ethernet Wireless Router
650 N. College	The Bentley	Landlord / Tenant	Tenant must get equipment & activate service with Comcast/Xfinity
905 & 907 E. 13th	Luckys Landing	Tenant	Setting up service with Comcast/Xfinity is recommended
933 N. Walnut	933 Apartments	Landlord	Ethernet Wireless Router
1600 N. Walnut	Waterview Apartments	Landlord	Ethernet Wireless Router

CEDARVIEW MANAGEMENT MOVE-IN FORM

TENANT NAME: _____

LEASE START DATE: _____

PROPERTY / UNIT#: _____

REQUIRED UTILITY INFORMATION:

Duke Energy Account Number _____

www.duke-energy.com/home OR Call 1.800.521.2232

FOR SINGLE HOUSES ONLY

CenterPoint Gas Service Account Number _____

<https://www.centerpointenergy.com> OR Call 1.800.227.1376

City of Bloomington Water Service Account Number _____

www.bloomington.in.gov/utilities/residential OR Call 1.800.339.1444

VEHICLE INFORMATION (IF YOU HAVE PRE-REGISTERED FOR PARKING:

VEHICLE Make: _____

Model: _____

License Plate State & #: _____ License Plate State & #: _____

FOR OFFICE USE: Parking Space#: _____

[CLICK HERE TO SIGN THE REQUIRED SMOKE DETECTOR COMPLIANCE FORM](#)

BELOW FOR OFFICE USE ONLY:

_____ Apartment / House Key _____ Fob # _____

_____ Mail Key _____ Parking Permit

TENANT'S SIGNATURE AT KEY PICK-UP

SMOKE DETECTOR COMPLIANCE FORM

Property Address: _____

LANDLORD & Managing Agent:

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

TENANT(S):

Printed:

Signed:

Date: _____

Tenants are required to sign off on working smoke detectors

Indiana Code 32-31-5-7 requires that (a) at the time the landlord delivers a rental unit to a tenant, the landlord shall require the tenant to acknowledge in writing that the rental unit is equipped with a functional smoke detector, and (b) neither the landlord nor the tenant may waive, in a rental agreement or a separate writing, the requirements under IC 22-11-18-3.5.

Indiana Code 22-11-18-3.5 details the installation of smoke detectors according to code.

Indiana Code 32-31-7-5 requires the tenant to ensure that each smoke detector installed in the tenant's rental unit remains functional and is not disabled. If the smoke detector is battery operated, the tenant shall replace batteries in the smoke detector as necessary. If the smoke detector is hard wired into the rental unit's electrical system, and the tenant believes that the smoke detector is not functional, the tenant shall provide notice to the landlord by written notification of the need to replace or repair the smoke detector.

A landlord who violates Indiana Code 22-11-18-3.5 (1) at the time the landlord delivers a rental unit to a tenant, or (2) if the smoke detector is wired into the rental unit's electrical system, by failing to repair or replace the inoperable smoke detector not later than seven (7) days after receiving written notice by certified mail (return receipt requested, of the need to repair or replace the inoperable smoke detector), commits a Class B infraction (up to a \$1,000 fine). However, the offense is a Class A infraction (up to a \$10,000 fine) if the landlord has a prior violation for an offense under this section.

812.339.8777 Tel – info@TenthAndCollege.com

812.339.8777 Tel - info@TenthAndCollege.com

JUNE 2025 - Cedarview Management Key Pick Up Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 First Come, First Serve 1p - 5p	3 First Come, First Serve 1p - 5p	4 First Come, First Serve 1p - 5p	5 First Come, First Serve 1p - 5p	6 First Come, First Serve 1p - 5p	7
8 OFFICE CLOSED	9 First Come, First Serve 1p - 5p	10 First Come, First Serve 1p - 5p	11 First Come, First Serve 1p - 5p	12 First Come, First Serve 1p - 5p	13 First Come, First Serve 1p - 5p	14 First Come, First Serve 11a-2p
15 OFFICE CLOSED	16 First Come, First Serve 1p - 5p	17 First Come, First Serve 1p - 5p	18 First Come, First Serve 1p - 5p	19 First Come, First Serve 1p - 5p	20 First Come, First Serve 1p - 5p	21 First Come, First Serve 11a-2p
22 OFFICE CLOSED	23 First Come, First Serve 1p - 5p	24 First Come, First Serve 1p - 5p	25 First Come, First Serve 1p - 5p	26 First Come, First Serve 1p - 5p	27 First Come, First Serve 1p - 5p	28 First Come, First Serve 11a-2p
29 OFFICE CLOSED	30 First Come, First Serve 1p - 5p			OFFICE TEL #812-339-7777 info@TenthAndCollege.com		

812.339.8777 Tel - info@TenthAndCollege.com

JULY 2025 - Cedarview Management Key Pick Up Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
OFFICE TEL #812-339-7777 info@TenthAndCollege.com		1	2	3	4	5
					OFFICE CLOSED	OFFICE CLOSED
6	7	8	9	10	11	12
OFFICE CLOSED	First Come, First Serve 1p - 5p	First Come, First Serve 1p - 5p	First Come, First Serve 1p - 5p	First Come, First Serve 1p - 5p	First Come, First Serve 1p - 5p	First Come, First Serve 11a-2p
13	14	15	16	17	18	19
OFFICE CLOSED	First Come, First Serve 1p - 5p	First Come, First Serve 1p - 5p	First Come, First Serve 1p - 5p	First Come, First Serve 1p - 5p	First Come, First Serve 1p - 5p	First Come, First Serve 11a-2p
20	21	22	23	24	25	26
OFFICE CLOSED	First Come, First Serve 1p - 5p	First Come, First Serve 1p - 5p	First Come, First Serve 1p - 5p	First Come, First Serve 1p - 5p	First Come, First Serve 1p - 5p	First Come, First Serve 11a-2p
27	28	29	30	31		
OFFICE CLOSED	First Come, First Serve 1p - 5p	First Come, First Serve 1p - 5p	First Come, First Serve 1p - 5p	First Come, First Serve 1p - 5p		

AUGUST 2025 - Cedarview Management Key Pick Up Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 First Come, First Serve 1p - 5p	2 First Come, First Serve 11a-2p
3 OFFICE CLOSED	4 First Come, First Serve 1p - 5p	5 First Come, First Serve 1p - 5p	6 First Come, First Serve 1p - 5p	7 First Come, First Serve 1p - 5p	8 First Come, First Serve 1p - 5p	9 First Come, First Serve 11a-2p
10 OFFICE CLOSED	11 First Come, First Serve 1p - 5p	12 First Come, First Serve 1p - 5p	13 First Come, First Serve 1p - 5p	14 First Come, First Serve 1p - 5p	15 First Come, First Serve 1p - 5p	16 First Come, First Serve 11a-2p
17 OFFICE CLOSED	18 First Come, First Serve 1p - 5p	19 First Come, First Serve 1p - 5p	20 First Come, First Serve 1p - 5p	21 First Come, First Serve 1p - 5p	22 First Come, First Serve 1p - 5p	23 First Come, First Serve 11a-2p
24 OFFICE CLOSED	25 First Come, First Serve 1p - 5p IU CLASSES BEGIN	26 First Come, First Serve 1p - 5p	27 First Come, First Serve 1p - 5p	28 First Come, First Serve 1p - 5p	29 First Come, First Serve 1p - 5p	30 OFFICE CLOSED
31 OFFICE CLOSED	OFFICE TEL #812-339-7777 info@TenthAndCollege.com					