



Important Information about Your Move-In

Dear Resident,

Your move in day is approaching and we need to be sure that you are aware of everything that will be happening on that day!

Move-in day can be hectic so we want to try and take away as much stress as possible. We offer Fast Pass move-in options for your convenience. In order to qualify for this option, **you must have a completed file and must make sure that rent/other charges are paid on or before 7/19/19**. Should you not qualify for a fast pass, you will likely have to wait in line to complete the check-in process to receive keys.

- Completed files include the following as applicable:
 - You will be receiving an email from SimpleBills requesting your information to create an account. We require confirmation that a payment has been added to your SimpleBills account where you will pay your water and electric utilities. Please refer to the [Utility Info](#) for specifics.
 - We require that all residents have \$100,000 liability insurance coverage. You have been automatically enrolled in our [Liability Protection Plan](#) for \$6 a month. If you chose to use your own insurance coverage, you must provide the declarations page showing that you have \$100,000 liability coverage BEFORE AUGUST 1, 2019 in order for us to remove the \$6 charge. Additionally, you have been automatically enrolled in our [Student Personal Property Protection plan](#) we offer for just \$10 a month. While personal protection is optional, we highly recommend it. If you do not wish to use our Student Personal Property Protection plan, you must notify the office and sign the Student Opt Out form BEFORE AUGUST 1, 2019 to have the \$10 charge removed.
 - Rent must be paid on or before August 1st, 2019. Please review our [Payment Policy](#) for important information.
 - Animal Registration – should you be bringing an animal with you for move-in, you must register it with the office. Please review our [Animal/Pet Policy](#).
 - **YOU WILL NOT BE ISSUED KEYS WITHOUT HAVING A PAYMENT ON FILE WITH SIMPLEBILLS, PROOF OF RENTERS INSURANCE, AND BALANCE PAID IN FULL.**

- For details about the move-in schedule, please refer to the [Move-In Procedures](#). We also encourage you to review the [Move-In Map](#) for details about where to go/park, etc.

- When you move in, we will issue you an electronic key fob, a gate clicker, a mailbox key, bedroom key (if applicable) and parking pass. Once you have picked up keys, your move in inspection form will be generated through your resident portal. You will have **48** business hours to submit the inspection report. Any damages listed on the inspection **will not** be charged to your account at the end of your lease (per management's acceptance).
- Prior to your move-in, we recommend that you reach out to your future roommates to coordinate who will be bringing what to your new home. Here is a list of what is provided and [What You Need](#) to bring with you. Whether you are moving in with friends or making new ones through our Roommate Matching program, living with someone can be an adjustment. We encourage you to review these [Tips for Getting Along With Your Roommate](#) ahead of time and as a group.
- Lastly, we highly encourage you to familiarize yourself with the [Resident Handbook](#). This document will have vital information, including evacuation routes, maintenance emergency procedures, and general community rules or regulations.

We can't wait to see you on Move-In Day! If you have any questions, please let us know.

Sincerely,

Uptown Square Management Team