



# MOVE-IN details

Move-in is just around the corner and we are so excited to welcome you to YOUR NEW HOME! Please carefully read through this information to help your move-in go as smoothly as possible.



## Move-In Day, Hooray!

Saturday, August 18, 2018  
9AM – 5PM

There will be directional signage, as well as staff members available to assist you in locating your designated check-in area.

Every year, our eager early birds arrive well before we kick off move-in, so make sure to keep that in mind. Lines start forming early and can lead to congestion and extended wait times. If you can wait until the afternoon to check in, you may be able to avoid the morning rush.

Also, out of respect to those in line ahead of you, please do not attempt to enter the property before your turn in line once the gates open at 9AM.

## Move-In Checklist

ALL of the following items must be completed before you move in. If any of these items are incomplete, you **will not** be able to receive your keys until it is resolved.

- Lease Completed**
  - Lease Signed
  - Applicable Addenda Signed
  - Guarantor Approved
  
- \$0 Balance**
  - Admin Fee Paid
  - August Rent Installment Paid  
(Due 8/1/2018)
  
- Renter's Insurance**
  - See page 2 for renter's insurance details.
  - Declarations Page Uploaded to Resident Portal
  
- Simple Bills Registration Completed**
  - See page 3 for Simple Bills registration info.

**\*\*\* For Fast Pass Check-in eligibility, ALL checklist items must be completed no later than August 4, 2018. See page 2 for Fast Pass Check-In details.**

## Fast Pass Check-In



If everything on your Move-in Checklist is completed on or before August 4, 2018, CONGRATULATIONS! You qualify for our Fast Pass “Drive-Thru” Check-In. That means all you have to do is drive up to our check-in station and pick up your keys – simple as that!

But remember those early birds we talked about? There’s a chance that even though you qualify for Fast Pass Check-in, you may still have a wait time to check in since there may be a lot of other “Fast Passers” arriving at the same time as you.

But the good news is that once you drive up to our check-in station we’ll have your keys in a jiffy because as a “Fast Pass” resident, there’s no paperwork to complete and no payments to collect!

## Rent Installments



Your first rent installment will be for August, and is due on or before August 1, 2018.

Your lease payments are divided into 12 equal installments. Every month rent is due on the 1st of the month. We do offer (2) days of grace period in case you forget to get it in on the 1st, but as of the 4th of the month, rent will be considered late and a late fee will be charged. Unpaid late rent accrues additional fees daily until it is paid in full, so make sure to remember: DUE on the 1st, LATE on the 4th.

All rent payments must be submitted online through your Resident Portal account.

[Click here to view a step-by-step guide.](#)

Through your resident portal you have access to **ResidentInsure**, which is a third-party insurance provider that specializes in renter’s insurance.

- They offer plans that meet the criteria in STEP 1
- Their service is linked directly to your portal so you can skip STEP 2 because they’ll upload it for you
- Once enrolled the plan will remain active until the end of your lease, so there’s STEP 3.

From getting a quote to enrolling in the plan of your choice, **the whole process is 100% online.**

Click [here](#) for step-by-step instructions on enrolling in a ResidentInsure coverage plan.

## Renter’s Insurance



Renter’s insurance is required to move-in and for the duration of your lease. But don’t worry we’re here to guide you through the process! **Renter’s insurance is a requirement to receive your keys at move-in.**

**STEP 1: MAKE SURE YOUR INSURANCE MEETS THIS CRITERIA:**

- Lists your name
- Minimum \$100,000 liability coverage
- Minimum \$10,000 personal content coverage
- Coverage for your specific address at Aspen Heights (unit + bed space)
- Coverage dates that coincide with your lease term dates
- Aspen Heights Columbia listed as an additional interested party (contact email [clearinghouse@residentinsure.com](mailto:clearinghouse@residentinsure.com))

**STEP 2: UPLOAD YOUR POLICY TO YOUR PORTAL.** Once you have acquired a policy that meets the criteria, you’ll need to upload a digital copy to your resident portal. Click [here](#) for step-by-step instructions. The document you upload will need to include all of the items in the list above. Typically, a declarations page contains all of the information, but you may need additional documentation.

**STEP 3: KEEP YOUR POLICY ACTIVE.** For the duration of your lease, you’ll need to have your renter’s insurance policy active. If at any time during your lease your policy “defaults,” it will result in automatic enrollment in a liability only policy. You will be responsible for a monthly fee if enrolled in this policy. This is not recommended as an alternative to renter’s insurance as it provides the bare minimum and does not extend coverage to your personal property. Once enrolled, you will remain in this program for the remainder of your lease term.

**SKIP THE STEPS**



## Simple Bills

Simple Bills is a roommate utility billing service that splits utility bills between roommates and is used at Aspen Heights for utility bill payment. Each month, Simple Bills will invoice you for only your portion of the utilities and allow you to view and pay your utility bill online.

Be on the lookout for an email from Simple Bills with your username/password, which you will use to enroll at SimpleBills.com. This is a move-in requirement (see checklist.) Make sure to get your Simple Bills account set up before Move-In Day.

## Pets



If you are planning on bringing a pet, please keep in mind the following requirements must be met prior to your furry friend moving in:

- Completed Animal Addendum approved by management on file
- Roommate Animal Addendum signed by ALL roommates on file
- Non-refundable pet fee of \$250 PAID
- Refundable pet deposit of \$250 PAID (1 deposit + 1 pet fee per pet is required.)

[Click to view a list of restricted breeds.](#)

**\*Pet deposit + fee not required for our two-winged friends, just the four-legged ones.**



## Things to Make It Home

Whether you bring them with you or buy them after you get a feel for the place, here are a few things to help make your house a home.

- Bedroom
  - Linens (full-size if unit is furnished)
  - Curtains for Décor (window blinds provided)
  - Due to variance in floor plans, window dimensions are not available prior to move-in.*
- Bathroom
  - Shower curtain & rod
  - Towels
  - Toilet paper
  - Toiletries (Shampoo, soap, etc.)
- Kitchen
  - Utensils
  - Small appliances (coffee maker, toaster, etc.)
  - Dishes, bowls and glassware
  - Pots and pans
- Electronics
  - Gaming console (or hang out in the community game room)
  - Computer (we have a great study lounge too!)
- Cleaning
  - Vacuum and broom
  - Laundry detergent
  - Window cleaner & furniture polish
  - Oh, the list goes on and on...

Remember to check with your roommate(s) to determine what items they are planning on bringing to avoid duplication in the common areas of your home.

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**And that's it. 🍃**  
**See you at move-in!**