

**TARTAN REALTY GROUP, INC.  
MOVE-IN & CHECK-IN INSPECTION  
2008 – 2009 LEASE YEAR**

Please contact our local property management office to set up a meeting to receive keys to your apartment. Prior to receiving the keys, you will need to show state or federal identification as well as pay your security deposit and first months rent.

A Check-In Inspection (“Inspection”) is required by the City of Bloomington, Housing and Neighborhood Development (“HAND”) and Tartan Realty Group (“Tartan”). The goal of the Check-In Inspection is to document the existing condition (damage from previous residents, for example) of the residence. The first page of your lease indicates the date you can move in. This is an incredibly hectic time for everyone and to accommodate our residents’ individual schedules and to comply with both HAND’s and Tartan’ requirements and we ask for your patience.

Inspections will be accomplished in the following manner:

- Floor plans are used to document existing condition (ie: scratches on the floor are marked on the floor plan)
- A representative of Tartan will document all existing conditions on the floor plan prior to the Resident’s move-in date
- Residents should review the floor plan, walk through the residence and make any additional notes as required.
- Within the next few days, a representative of Tartan will be by to sign off on the floor plan and leave a copy for your file.

#### **Move-In Date and Keys**

As we will not be making individual appointments for the Check-Inspection, members of Tartan will be checking on all of our residences throughout the Move-In days to ensure that the move-in is going smoothly. As we are small business, we will not have someone in the office during all times.

**However, you will be able to contact us if any problems or concerns arise.**

The emergency phone number (812-332-9575) is for emergencies only such as any water leaks, fires, etc. We ask that all other requests are handled by the above protocol to ensure that all of our residents’ questions and concerns are being resolved as quickly and fairly as possible.

#### **Maintenance Requests**

We have cleaning, painting, maintenance and carpet cleaning crews perform work on the residences as necessary between Lease years. We make every effort to ensure that your residence is in the best possible condition for the day you move-In. The Inspection report completed for your Move-In is not a repair list and is used for occupancy permit and security deposit purposes only. However, if something is overlooked, during the Move-In Season (approximately mid to late August), we will be accepting maintenance requests via voice mail for items that are in need of repair. These types of items are generally concerns of immediate safety and security. After the Move-In Season is over and our residents computers are up and running, we ask that maintenance requests are handled via email or fax as per the lease. As we have a large number of residents moving in during a short period of time, we ask for your understanding and patience. We will attend to your concerns as quickly as possible.

#### **Utilities:**

Residents are required to place the gas, electric and telephone/cable/internet in their names. **IF YOU WANT THE UTILITIES ON WHEN YOU MOVE IN, YOU NEED TO CALL THE UTILITY COMPANIES AND HAVE THE UTILITIES PLACED IN YOUR NAME PRIOR TO MOVING IN.** Keep in the mind that August is a busy time for everyone. Do not wait until the last minute or you may not have power, phone or cable.

Below are the phone numbers and meter numbers (if applicable) for the Bloomington area utilities:

## UTILITIES

|  |                      |                |  |
|--|----------------------|----------------|--|
| Electric   | Duke Energy          | (800) 521-2232 | Meter #  |
| Gas  | Vectren              | (800) 777-2060 | Meter #  |
| Cable  | Insight              | (812) 332-9486 |  |
| Phone  | Ameritech            | (800) 742-8771 |  |
| Internet Providers<br><i>(choose one, others<br/>may be available)</i> | BlueMarble           | (888) 258-3627 | or <a href="http://www.kiva.net/">http://www.kiva.net/</a>             |
|  | Kiva                 | (812) 337-5070 | or <a href="http://www.kiva.net/">http://www.kiva.net/</a>             |
|  | Smithville Telephone | (812) 876-2211 | or <a href="http://www.smithville.net/">http://www.smithville.net/</a> |
|  | InsightBB            | (800) 824-1769 | or <a href="http://www.hpcisp.com/">http://www.hpcisp.com/</a>         |
|  | HPCISP               | (888) 275-2080 | or <a href="http://www.hpcisp.com/">http://www.hpcisp.com/</a>         |
|  | EarthLink            | (800) 327-8454 | or <a href="http://www.earthlink.net/">http://www.earthlink.net/</a>   |

### **Rent Payments Due Prior to Move In:**

Please be reminded that the security deposit and first month's rent must be paid in full prior to moving in. If you have any questions, please do not hesitate to email us. Email is the fastest way to contact us. However, if you would prefer to call, please leave us a voice mail if we are not available when you call. It is important to leave a message so we know that you are trying to reach us.

**Have a great summer and we will see you in August!**

Tartan Realty Group, Inc.

Check in sheet for residential premises and contents of  
425 East Kirkwood Avenue, Bloomington, Indiana, Apartment \_\_\_\_\_,

On \_\_\_\_\_, 2007.

Please list condition as: E=excellent; G=good; F=Fair, or P=poor

### LIVING ROOM/DINING ROOM -

#### Condition

Walls \_\_\_\_\_  
Floor \_\_\_\_\_  
Ceiling \_\_\_\_\_  
Lighting \_\_\_\_\_

### BEDROOM 1 - Condition

Walls \_\_\_\_\_  
Carpet \_\_\_\_\_  
Ceiling \_\_\_\_\_  
Closet \_\_\_\_\_  
Other \_\_\_\_\_

### BEDROOM 2 - Condition

Walls \_\_\_\_\_  
Carpet \_\_\_\_\_  
Ceiling \_\_\_\_\_  
Closet \_\_\_\_\_  
Other \_\_\_\_\_

### BEDROOM 3 - Condition

Walls \_\_\_\_\_  
Carpet \_\_\_\_\_  
Ceiling \_\_\_\_\_  
Closet \_\_\_\_\_  
Other \_\_\_\_\_

### BATHROOM 1 - Condition

Mirror \_\_\_\_\_  
Countertop \_\_\_\_\_  
Tub \_\_\_\_\_  
Sink \_\_\_\_\_  
Toilet \_\_\_\_\_  
Faucets \_\_\_\_\_  
Shower Head \_\_\_\_\_  
Towel rack \_\_\_\_\_  
Light \_\_\_\_\_  
Floor \_\_\_\_\_

### BATHROOM 2 - Condition

Mirror \_\_\_\_\_  
Countertop \_\_\_\_\_  
Tub \_\_\_\_\_  
Sink \_\_\_\_\_  
Toilet \_\_\_\_\_  
Faucets \_\_\_\_\_  
Shower \_\_\_\_\_  
Towel rack \_\_\_\_\_  
Light \_\_\_\_\_  
Floor \_\_\_\_\_

### KITCHEN - Condition

Stove \_\_\_\_\_  
Oven racks \_\_\_\_\_  
  
Broiler pan \_\_\_\_\_  
Refrigerator \_\_\_\_\_  
Freezer \_\_\_\_\_  
Garbage disposal \_\_\_\_\_  
Ice trays \_\_\_\_\_  
Sink \_\_\_\_\_  
Counter \_\_\_\_\_

### MISCELLANEOUS - Condition

Keys \_\_\_\_\_  
Windows \_\_\_\_\_  
Window sills \_\_\_\_\_  
Front door -building \_\_\_\_\_  
Rear door-building \_\_\_\_\_  
Front lobby \_\_\_\_\_  
Rear lobby \_\_\_\_\_  
Mail box \_\_\_\_\_  
Thermostat \_\_\_\_\_  
Other \_\_\_\_\_

## KITCHEN - continued

Hood fan \_\_\_\_\_  
Faucets \_\_\_\_\_  
Dishwasher \_\_\_\_\_  
Cabinets \_\_\_\_\_  
Walls \_\_\_\_\_  
Ceiling \_\_\_\_\_  
Knobs \_\_\_\_\_  
Floor \_\_\_\_\_  
Lights \_\_\_\_\_

## Notes/ Comments

DATE: \_\_\_\_\_

OWNER: \_\_\_\_\_  
Bloomington Kirkwood II, LLC

RESIDENT: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_