



Move-in Information

Keep a copy of your lease handy. It contains valuable information, and will answer most of your questions. If you have questions that aren't answered in the lease or on this page, feel free to call the office.

All rents should be paid with one check. **Rent is due the 1st of each month.**

A \$50.00 late fee will be assessed to each unit who is late, if rent is not in by the 3rd of the month. If the rent is still not in by the 7th, an additional \$10.00 a day late fee is charged until we receive the rent. If rent is not paid by the 15th, IT WILL GO TO OUR ATTORNEY. Late fees are due immediately. If you mail in your rent, mail it out no later than the 25th. We accept personal checks, money orders, cashiers checks.

The bounced check fee is \$50.00 and the rent is considered late. We do not expect any bounced checks. Rent can be dropped off at our leasing office M – F 9am to 5pm at 5005 N. State Rd. 37 Business or placed in our mail slot located in the lobby of Station 11 directly across from unit 104. If the 1st falls on a weekend, it is still due on the 1st and can be left in our drop slot.

You cannot move in early, please don't ask. There are no exceptions; if you need storage space, reserve space with a storage facility as soon as possible. These are a few of the storage facilities in Bloomington:
All American Storage: (812)339-4901
Bloomington Mini-Warehouse: (812)339-4221
U-Store-it: (812)339-4222

You will pick up your keys and move-in packet in the lobby of Station 11 on your move-in date. If you are unsure of the date, it is listed on the first page of your lease, or you can call the office at 812-330-4108.

Before you move into your apartment, you *must* have all necessary utilities transferred into your name. You are responsible for all utilities unless there are exceptions listed in your lease. Check your lease or call the office (330-4108) if you are unsure.

These are the phone numbers for the local utility companies:

Electric – Duke Energy: (800)521-2232

Phone – AT &T (800)742-8771

Water/Sewage/Trash – provided by Landlord

Basic TV service – provided by Landlord

Internet – provided by Landlord

When you signed your lease, you paid your security deposit. You do not need to pay any rent money until August 1st, when your first (#1) and last (12th) installments of rent are due.

Your move-in inspection will take place on your move-in day. All tenants or your tenant representative should be present for the inspection. You cannot move in to your unit until you have completed the move-in inspection. If anything needs fixed, fill out the maintenance sheet, which will be provided in your move-in packet. You will receive the packet on your move-in date. When the list is complete you can drop it in the drop box in the lobby or bring it to our office at 5005 N. St. Rd. 37 Business.

Bloomington has a noise ordinance, which it strictly enforces. Noise levels should not be audible from outside of your home, or into neighboring apartment walls from 9:00pm-7:00am every day. Station 11 also enforces noise complaints. If there are repeated offenses of noise violations, you may be fined. If noise violations become excessive, then you could face eviction.

For any routine maintenance requests, please fill out the maintenance request form on our website. www.mystation11.com. Our emergency maintenance line is for emergencies only. An emergency is considered, but not limited to, substantial water leaks, no heat, no power, every toilet is clogged, or anything that is an immediate threat to life and/or property. In the event of a maintenance emergency call 812-606-3456.