

MOVE-IN CHECKLIST

Your move-in date is very near!!

****Please complete this checklist to ensure a timely move-in****

Prior to anybody receiving keys, I will need the following from EVERYBODY on your lease. Please have these items complete **at least one week prior** to your move-in date to guaranty a timely move-in

1. Submit Proof of renters liability Insurance
2. Set up/verify rent payment info
3. Set up required utilities
4. Set up your orientation date
5. Schedule key pick-up

1. Submit Proof of Renters Insurance

- Requirements:
 - \$300,000 minimum liability coverage
 - Rental property address must be listed as insured
 - Coverage dates start on the date you move in unless you are covered under your parents' home owners policy --see following details on parent policies--
- Parents' Home Owner Policy:

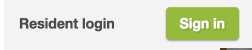

If you are a student, you may be covered under your parents' homeowners insurance. If that is the case, please have their agent provide the following:

 - Acord listing your name, rental address & liability coverage in the amount of \$300,000 or greater.
- If you don't know who to contact, here is the insurance company that we use and have been very happy with:

Dolliff Insurance
Patrick Smith
[952-593-7489](tel:952-593-7489)
psmith@dolliff.com

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2. Enter or Verify Rent Payment Information via the Tenant Portal

- You can access the portal any of the following ways
 - <http://msp-realty.managebuilding.com>
 - ToomeyRentals.com & select the green sign in button: 
 - MSP-Realty.com & select Log In on the top right corner of the home page: 
- If this is your first time accessing the portal, complete the following to access your account:
 - Enter the email address you have on file with us into the Resident Sign In box
 - Click on "Forgot your password? Request a new one"
 - Enter your email address and then wait for a welcome email containing your temporary password
- Please ensure that you set up or verify the following
 - Rent payment amount: Be sure that the amount you have agreed to pay is correct
 - Rent payment date: This should be the 1st of the month
 - Account information
 - Recurring: The payment should be recurring monthly (this will automatically seize at your lease end date)
- If you have any questions or need help, please email or call Angie
 - 612-590-5399
 - FrontDesk@MSP-Realty.com

MOVE-IN CHECKLIST

3. Transfer Utilities into your name effective your lease start date or move in date – whichever is earlier

ST PAUL Property Utilities (THIS DOES NOT APPLY TO

2380 Buford)

- **Gas & Electric Service:**
Xcel Energy 1-800-895-4999
Inquire@xcelenergy.com
- **Garbage/Recycling:**
You need to contract your own
garbage/recycling
Highland Sanitation 651-458-0043
info@highland sanitation.com
(contact city for other options)
- **Water/Sewer**
St Paul Regional Water Service 651-266-
6350
waterinquiries@ci.stpaull.mn.us

MOUND Property Utilities

- **Electric**
Xcel Energy 1-800-895-4999
Inquire@xcelenergy.com
- **Gas**
Centerpoint Energy (612) 372-4727
custserv@centerpointenergy.com
- **Water/Sewer/Recycling**
City of Mound 651-255-0972
http://www.cityofmound.com/index.asp?Type=B_BASIC&SEC=%7BBEFC13EF-B08C-4E14-AE81-ED55E05C6B61%7D
- **Garbage**
You need to contract your own garbage service
Options:
Disposal, Inc. [952-472-3398](tel:952-472-3398)
Randy's Sanitation Inc. [763-972-3335](tel:763-972-3335)
Republic Services [952-941-5174](tel:952-941-5174)
Waste Management [320-485-4061](tel:320-485-4061)

MINNEAPOLIS Property Utilities

- **Electric**
Xcel Energy 1-800-895-4999
Inquire@xcelenergy.com
- **Gas**
Centerpoint Energy (612) 372-4727
custserv@centerpointenergy.com
- **Water/Sewer/Garbage** - *This applies to
Minneapolis tenants in single family homes only. This
does not apply to duplexes*
City of Minneapolis 612-673-1114
ubcustomer@minneapolismn.gov

Helpful tip, but not required for move-in:

Set up your internet and cable
install dates ASAP. If you wait
until the week prior to move in,
you will likely have a delayed
install date.

***Comcast, Century Link and
DirectTV usually offer student
discounts, so be sure to inquire
about that as it is usually the best
discount you can get!*

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4. Set up your orientation date
We complete an orientation with all new tenants within 10 days of move-in. All tenants must be present. Email Angie with your orientation date and time that works for you and all of your roommates:
FrontDesk@MSP-Realty.com

5. Schedule your Move-In/ Key Pick-up
The first tenant to pick up keys will receive keys for the entire household.
Move-ins are usually noon or later on your lease start date.
Email Angie with the date & time that works for key pick-up
FrontDesk@MSP-Realty.com

If you would like to request an early Move-In/Key Pick up, please note that in your email and we will contact you if an early move-in becomes available.

****Please note that in most cases, we do not know until 12-24 hours prior to your lease start date if an early move-in is possible****