

Blue Street Property Management
106 West 38th Street Unit B Austin, TX 78705
hello@bluestreetpm.com | 512-576-0288

Dear Tenant,

Please read the entire letter. Below are a few important items and recommendations to ensure a smooth move into your new home. Please refer to your lease to verify your exact Commencement Date.

You can find a copy of your lease by searching "DocuSign" in your email or log-in directly to your [DocuSign account](#). This may require you to select "Send new link" when trying to access your file. The executed lease was only sent to the Tenant, not the Guarantor.

Renter's Insurance:

The lease requires you to buy renter's insurance. Tenants must provide the Landlord a copy of their renter's insurance. We will not release the keys until you complete this.

Landlord's insurance does not cover the tenant from loss of personal property. Landlord requires that the tenant obtain liability insurance and insurance for casualties such as fire, flood, water damage, and theft. In addition to rental insurance coverage, a Tenant is responsible for maintaining appropriate vehicular or automobile insurance coverage.

Minimum renter's insurance requirements:

- \$100,000 liability
- \$15,000 personal property
- Inform your insurance agent to add the landlord as an additional insured or interested party. The agent will need the landlord's name and mailing address. Please provide the following:

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Steps to obtaining renter's insurance:

1. Contact an insurance agent to obtain a renter's insurance policy quote.
Tip: If possible, contact your parent's homeowners insurance to ask if their current policy will cover your lease. If not, you will need to buy a separate renter's insurance policy.
2. Give the insurance agent the landlord's name from page 1 of your lease. Then, ask them to add the landlord as an interested party on the policy.
3. Buy the policy and submit a copy of your Declarations Page before moving in.

Insurance agent recommendation:

Ryan Steinberg
Texas Prime Insurance
Tel: 713-750-9000
ryan@txprime.com

Submit your renter's insurance declaration page:

Submit your insurance information and declaration page via the [Tenant Portal](#). After logging in, click on "Insurance." Next, add the details in the column titled "Upload Other Renters Insurance Policy."

Utilities:

The Tenant must put all utilities in their name on the Commencement Date. If the lease starts on a weekend, do this the Friday before. If you wait, you may not have them on move-in day. If you fail to have utilities in your name on the lease Commencement Date, you will incur a \$40.00 fee + utility usage costs.

Austin Energy (electric / water / wastewater / trash) - 512-494-9400

Texas Gas Service - 800-700-2443

Cable / Internet: I have a portal set up for your convenience if you are planning to use Spectrum or AT&T Internet. Please see the links below.

[Spectrum - click here](#)

[AT&T - click here](#)

Google Fiber

*You cannot install dishes on the structure.

**We will not approve anyone drilling holes into the buildings. The homes are either pre-wired or have had past service. So, the provider should not drill holes or run cables on the outside.

Property specific utility instructions:

408 West 38 ½ St. Tenants: See www.craftsman39.com/move for specific instructions

301 West 38th St. Tenants: See www.38thstreetflats.com/move for specific instructions

TV Mounts:

Per Paragraph 17.D. of the Residential Lease, Tenant is prohibited to make holes in the woodwork, floors, or walls, except that a reasonable number of small nails may be used to hang pictures in sheetrock and grooves in paneling and any fixtures attached to the Property become property of the Landlord when installed. Thus, TV mounts must remain attached to the Property at move-out. A TV mount in a room can't be removed or moved without the Landlord's approval.

To install a TV mount, hire a professional service. Then, send the receipt to hello@bluestreetpm.com. We recommend using SimpleAV - 512-289-1214.

If you install a TV mount without proof of professional installation or if it is removed, Landlord may deduct reasonable charges from the security deposit. This is according to Paragraph 10.D.1.H. of the Residential Lease.

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Pick Up Move-In Packet:

After you finish the items above, follow these steps to get your Move-in Packet. You can pick it up on or after your Commencement Date. If you need a different time than listed below, please arrange that in advance.

Pickup location / time:

Monday - Friday, 9:30am - 6pm (closed 1pm-2pm)

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****green house with glass door & front porch swing**

There is one move-in packet per home. The packet includes all house keys, mailbox keys, and parking passes (if needed). If someone has picked up the packet, please work with your roommates to get access to your home and your house keys.

We can't allow early move-ins or store your personal items before the Commencement Date. We will notify you if the home is ready before your Commencement Date.

Inventory & Condition Form:

You must report any defects or damage on the Inventory and Condition Form within 48 hours of moving in. Sign the form and return it to us. Otherwise, we will consider everything to be in clean, safe, and good working condition. You can find a copy of your Inventory and Condition Form in your move-in packet or in your lease.

The Inventory & Condition Form is not a maintenance request. The form is used to document the condition of the property at move-in. We recommend that you complete the form before moving any personal items into the property.

If you see any repairs needed after moving in, list them on the Inventory and Condition Form. Then, submit a maintenance request through the Tenant Portal. Please note, the Inventory and Condition Form is not considered a maintenance request.

Please note we do our best to provide you a move-in ready property on your Commencement Date. It is possible that some repairs may take a bit longer than anticipated. If so, we will notify you of any significant items so that you are aware.

Maintenance Requests:

It is your responsibility to immediately report any issues with the home. This includes broken or non-functioning items. All maintenance requests must be submitted via your online [Tenant Portal](#). In the event of a maintenance emergency, please call 512-576-0288. Call 911 for all fire and medical emergencies.

Pay Rent:

Tenants must pay rent through the Tenant Portal at www.bluestreetpm.com.

Tip: It is best practice to set up an auto payment in the portal for your future rent payments. Appfolio, our software company, charges a credit card and ACH processing fee. So, we recommend paying with a checking account via ACH. This way, you'll incur a much lower fee.

If multiple Tenants are on the lease, each Tenant has the ability to set their desired payment amount. Coordinate with your roommates on payment amounts. This way, the total auto payment each month meets your full obligation. If you fail to enter a custom amount, you risk that the full balance as shown on the portal will be deducted from your account with no refunds possible.

Rent is due on the 1st and late on the 4th of each month. A \$100.00 late fee is charged if payment isn't received by midnight on the 3rd. After that, there's a daily late fee. You can pay early but not late. If the full balance is not paid on time, the entire unit will incur late fees. We do not charge individual Tenants on leases due to the lease being joint and several.

Check your lease or the tenant portal on the 1st of each month after you move in. This will show you your next payment.

Lawn Care:

The Landlord schedules the lawn service appx. every two weeks, while the Tenants cover the cost. If you're missing your lawn service, please send us a maintenance request in your [Tenant portal](#).

It is the Tenant's responsibility to maintain a trash-free lawn.

Please report any infestations or dying vegetation to us. You may not modify the existing landscape, change any plants, or plant a garden without our prior written approval.

*The landlord pays for the lawn care at 301 West 38th Street.

Standards and Improvements:

You can't make repairs, paint, wallpaper, carpet, or change anything electrical without our written permission. Tenants can't make holes in the woodwork, floors, or walls. But, you can use a few small nails to hang pictures in sheetrock and paneling grooves.

Air Filters:

The lease requires the Tenants to supply and change heating and air conditioning filters per manufacturer's instructions. It's simple to do. It only takes 1 minute or less to change the filter monthly. Plus, it keeps your HVAC system working well and potentially prevents other issues from occurring during the lease.

If you need help with the filter change, please submit a maintenance request. We will set up a time to show you how.

You may find a box of replacement filters in your home. Please keep those in the house for future replacements and order more as needed. Amazon, Home Depot, or Lowe's are the best places to order filters.

If the HVAC intake is loud or has airflow problems, please submit a maintenance request in the [tenant portal](#). If the HVAC stops working, please shut it off and submit a maintenance request.

Residential Trash Collection:

The city collects trash curbside every week. Use the City of Austin [My Schedule](#) tool. It gives you a custom collection calendar for all curbside services at home. You can add your schedule to Google, iCal or Outlook, or you can print it. You can also sign up for text, email, or phone call reminders and alerts.

Remember, the City of Austin has strict rules for trash and recycling collection. Please reference this [link for the specifics](#).

Residential Permit Parking:

If you live on a street with Residential Parking Permit signs, you need the permit to park during specific hours. If you don't have it, you'll get a ticket. Please reference [this link on how to get a Residential Parking Permit](#).

Thank you for reviewing the information. We look forward to having you.

Best Regards,

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