

BLUE STREET PROPERTY MANAGEMENT

106 West 38th Street Unit B · Austin, TX 78705

hello@bluestreetpm.com | 512-576-0288

MOVE-IN INSTRUCTIONS · LEASE YEAR 2026

Dear Tenant,

The information below is intended to guide you through your upcoming move-in. Please take a few minutes to read carefully. **In addition, refer to your Lease to verify your exact Commencement Date — this is the first day of your lease and the earliest date you may move in.**

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

Complete the steps below before picking up your Move-In Packet

1. Obtain Renter's Insurance

Your lease requires renter's insurance. **Keys to the property will not be released until proof of insurance is submitted to Blue Street Property Management.** Landlord's insurance does not cover your personal property — you need your own policy.

Minimum Requirements:

- **\$100,000** liability coverage
- **\$15,000** personal property coverage
- Landlord listed as **additional insured or interested party** on the policy

Steps to Obtain Renter's Insurance:

1. Contact an insurance agent and obtain a renter's insurance policy quote. Not sure where to start? Here are a few options:

Option A — Parents' Homeowners Insurance: Ask your parents' homeowners insurance provider if their current policy covers your lease. If it does, you may not need a separate policy.

Option B — Ryan Steinberg, Texas Prime Insurance: Tel: 713-750-9000 · ryan@txprime.com

Option C — AppFolio Tenant Portal: Log in to the Tenant Portal at www.bluestreetpm.com, click on "Insurance", and follow the prompts — AppFolio offers renter's insurance options directly through the portal.

Option D — Shop on Your Own: You are welcome to purchase renter's insurance from any licensed provider of your choosing. Many major carriers — such as State Farm, Lemonade, or USAA — offer affordable policies online in minutes. Just make sure your policy meets the minimum requirements listed above.

2. Provide the insurance agent with the landlord's name from page 1 of your lease. Ask the insurance agent to add the landlord as an interested party with the following address: **106 West 38th Street Unit B, Austin, TX 78705.**

3. Purchase the policy and upload your Declarations Page to the [Tenant Portal](#) before moving in. After logging in, click on "Insurance", then add your policy details under "Upload Other Renters Insurance Policy."

2. Set Up Utilities

All utilities must be transferred into your name on or before your Commencement Date. If your lease begins on a weekend, complete the transfer the Friday prior. Utilities must be active when your lease commences — regardless of your actual move-in date. Failure to do so may result in no utility service at the time of your move-in.

Utility Providers:

- **Austin Energy** (electric / water / wastewater / trash) — 512-494-9400
- **Texas Gas Service** — 800-700-2443
- **Internet / Cable:** Spectrum, AT&T, DirecTV, or Google Fiber are available in most areas. Order directly: [AT&T](#) · [DirecTV](#).

Tip: Set up utilities at least 1–2 business days before your Commencement Date to avoid delays in service activation.

Internet & Cable Notes:

- You **cannot** install satellite dishes on the structure
- Drilling holes into the building is **not permitted**. The homes are pre-wired or have had prior service — providers should not run new cables on the exterior

Property-Specific Utility Instructions:

- **408 West 38½ St. (Craftsman 39) Tenants:** See www.craftsman39.com/move for specific instructions
- **301 West 38th St. (38th Street Flats) Tenants:** See www.38thstreetflats.com/move for specific instructions

3. Pick Up Your Move-In Packet

After completing the steps above, you may pick up your Move-In Packet **on or after your Commencement Date**. If you need a pickup time outside of normal hours, please arrange it in advance.

Blue Street Property Management

106 West 38th Street Unit B · Austin, TX 78705

Front unit facing W. 38th St. with porch swing

Monday – Friday, 9:30am – 6:00pm (closed 1:00pm – 2:00pm)

The packet contains: all house keys, mailbox keys, and parking passes (if applicable). There is one packet per home — coordinate with your roommates for access.

We cannot allow **early move-ins** or store personal items before the Commencement Date. We will notify you if the home is ready early.

4. Complete the Inventory & Condition Form

You must complete and return the **Inventory & Condition Form** within **2 days of your Commencement Date** — this is the start date of your lease, not necessarily the date you physically move in. If we do not receive the form by that deadline, the Property will be deemed to be free of damages at the time of move-in.

The tenant(s) who pick up the Move-In Packet are responsible for completing the Inventory & Condition Form for the entire property. Do not wait for all roommates to move in — the 2-day deadline runs from the Commencement Date regardless of when each individual tenant arrives.

A copy of the Inventory & Condition Form is included in your Move-In Packet and in your lease. Return the completed form by dropping it off at our office, or scan and email it to hello@bluestreetpm.com (cc all roommates). If submitting by email, use the subject line: **"Inventory & Condition Form – [Property Address]"** — forms submitted without this subject line may be overlooked.

Tip: Complete the Inventory & Condition Form before moving any personal items into the home. It's much easier to document each room's condition when it's empty.

Important: The Inventory & Condition Form is not a maintenance request. If you identify repairs needed after moving in, submit a separate maintenance request through the Tenant Portal (see Section 6 below).

5. Set Up Rent Payments

All rent must be paid through the Tenant Portal at www.bluestreetpm.com.

Tip: When paying through the Tenant Portal, pay by checking account via ACH — the platform charges a significantly lower processing fee paying via ACH vs credit card.

Understanding Your First Payment:

At lease signing, you paid your **first full calendar month's rent**. How that applies depends on your Commencement Date:

- **Lease begins on the 1st of the month:** Your rent payment at lease signing covered the first full month's rent. Your next rent payment is due on the 1st of the following month for the full monthly rental amount. For example, if your lease begins August 1, you paid August rent at signing — your next payment is due September 1 for the full September monthly amount.
- **Lease begins after the 1st:** Your rent payment at lease signing covered the first full month's rent. A **prorated amount** for the days between your Commencement Date and the end of that first partial month will be due on the 1st of the following month. For example, if your lease begins August 7, you paid September rent at lease signing — and the August 7–31 prorated amount is due September 1.

To verify what you paid at lease signing, log in to the Tenant Portal at www.bluestreetpm.com, go to the **Payments** section, and click **"View Full Account Ledger."**

Do not set up auto-pay until after your first payment has been made manually. Auto-pay charges the full monthly rent amount. If a prorated balance is owed, auto-pay will overpay — and the overpayment will be applied as a credit, not refunded.

Important Reminders Regarding Your Rent Payment:

- **Due date:** Rent is due on the 1st of each month
- **Late after:** Midnight on the 3rd — a **\$100.00 late fee** is charged immediately, followed by a **daily late fee**
- **Roommates:** Each tenant can set a custom payment amount in the portal. Coordinate with roommates so the total meets your full obligation. If you do not set a custom amount, the full balance may be deducted from a single account with no refunds possible
- **Joint liability:** Late fees apply to the entire unit — not to individual tenants — because the lease is joint and several

- **Your Current Balance:** On the 1st of each month, log in to the Tenant Portal and check "**Your Current Balance**" to confirm the amount due before making a payment. Please note that the balance shown reflects the total amount owed for the entire property — not your individual share. As each tenant submits their payment, the balance will decrease accordingly. Coordinate with your roommates to ensure the full balance is paid by the due date.

ONGOING RESPONSIBILITIES

6. Maintenance Requests

Report any issues with the home immediately. All maintenance requests must be submitted through the [Tenant Portal](#). This includes broken or non-functioning items.

- **Non-emergency issues:** Submit via Tenant Portal at www.bluestreetpm.com
- **Maintenance emergencies** (active leak or lockout): Call **512-576-0288**
- **Fire or medical emergencies:** Call **911**

We do our best to deliver a move-in ready home on your Commencement Date. If any repairs are still pending, we will notify you in advance.

Tip: If you notice any maintenance issues in the first week or two after moving in, we suggest compiling a full list before submitting a request. Sending items in together means fewer people coming in and out of your home to get things taken care of. If anything urgent comes up, don't wait — submit it right away.

7. Air Filters

Your lease requires you to supply and replace heating and air conditioning filters monthly per manufacturer instructions. A filter change takes less than a minute and protects your HVAC system.

- Before ordering, check the size printed on your current filter — it will be listed as three dimensions (e.g., 16x20x1). Filters are available for same-day pickup at **HEB, Walmart, Target, Home Depot, or Lowe's**, or online at **Amazon** for delivery.

Tip: Change your HVAC filter every month. If an HVAC issue is found to be caused by a dirty or unchanged filter, the cost of repairs will be billed back to the tenant.

8. Lawn Care

- The Landlord schedules lawn service approximately every two weeks; **Tenants cover the cost**
- If you miss a scheduled lawn service, submit a maintenance request through the Tenant Portal
- Tenants are responsible for keeping the lawn **free of trash and debris**
- Report any infestations or dying vegetation promptly
- You may **not** modify the existing landscape, change plants, or plant a garden without prior written approval

9. Property Standards & Improvements

You may **not** make repairs, paint, install wallpaper, replace carpet, or alter anything electrical without our written approval. The following rules apply:

- **Holes in walls/floors/woodwork:** Not permitted. A reasonable number of small nails may be used in sheetrock and paneling grooves for hanging pictures

- **TV mounts:** Must be installed by a professional. Send the receipt to hello@bluestreetpm.com. We recommend **SimpleAV — 512-289-1214**
- **TV mounts stay with the property:** Per your lease, a TV mount cannot be removed or relocated without Landlord approval. It becomes the Landlord's property upon installation and must remain at move-out
- **Unauthorized alterations** may result in deductions from your Security Deposit per your lease

10. Residential Trash Collection

The City of Austin collects trash curbside weekly. Use the [City of Austin My Schedule Tool](#) to find your personalized pickup calendar — you can sync it to Google, iCal, or Outlook, and sign up for text or email reminders.

The City of Austin has strict rules for trash and recycling. Please refer to the [City of Austin Trash & Recycling](#) for full details.

11. Residential Permit Parking

If your street has Residential Parking Permit signs, you must display the permit during posted hours or you will receive a citation. See the [City of Austin Residential Parking Permit](#) for instructions on how to obtain yours.

Please Note: This letter is a general guide to help you get started, not a substitute for your executed lease. **Your signed lease is the controlling document in all cases.** Specific terms including rent amounts, fees, due dates, and tenant obligations may differ depending on your individual agreement. Your signed lease is the controlling document in all cases. Please read it in full before moving in.

Exciting news — Blue Street Property Management now offers a Resident Benefit Package through Second Nature, giving you access to a suite of perks designed to make your time at home easier and more rewarding. Look out for an email from us with all the details on how to sign up.

We look forward to having you as our tenant and to a great year ahead. Should you have any questions, please don't hesitate to reach out.

Thank you,

Blue Street Property Management

hello@bluestreetpm.com | 512-576-0288

Move-In Checklist

Use this checklist to stay on track. Print it out and check items off as you go.

★ Complete all items to ensure a smooth move-in ★

Before Move-In

- ☐ Read the move-in letter
- ☐ Review your executed lease
- ☐ Upload your renter's insurance Declarations Page to the Tenant Portal at www.bluestreetpm.com
- ☐ Set up utilities: electric, gas, water, and internet

At Move-In

- ☐ Pick up your Move-In Packet and keys from our office
- ☐ Complete and return the Inventory & Condition Form within 2 days of your Commencement Date

After Move-In

- ☐ Check the size printed on your HVAC filter and order enough filters to last the full lease term
- ☐ Set a monthly reminder on your phone to change your HVAC filter
- ☐ On the 1st of the month after moving in, make your rent payment manually through the Tenant Portal at www.bluestreetpm.com
- ☐ Set up auto-pay after your first manual payment is confirmed

Tip: If you notice any maintenance issues after moving in, we suggest waiting a week or two to compile a full list before submitting a request. Sending items in together means fewer people coming in and out of your home to get things taken care of. That said, if anything urgent comes up, don't wait — submit it right away through the Tenant Portal.