Move-In 2015 at Aspen Heights Norman is just around the corner and we are so excited to welcome you to your new home! Please carefully read through this information to help your move-in go as smoothly as possible.

**Move-In Day**
*Friday, August 14, 2015*  
*8AM – 8PM*

There will be directional signage and staff members available to assist you in locating your designated check-in area.

Every resident has signed up for a move-in time slot. Please make sure to stay within the time that you chose when you check in and pick up your key. After you have been through our stations upon arrival you have the rest of the day to get settled into your home.

Also, out of respect to those in line ahead of you, please do not attempt to enter the property before your turn in line once the gates open at 8AM.

If you have not signed up yet for your move-in time, please do so [here](#).

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**The Move-In Checklist**

Think of how great it’s going to feel when everything is checked off of your move-in prep list! Not to mention once you have everything completed, you are officially eligible for a breezy Fast Pass* check-in on move-in day.  
(see page 2 for Fast Pass details.)

Please keep in mind that ALL of the following items must be completed **before** you move in. If any of these items are incomplete, you will not be able to receive your keys until it is resolved.

- □ Lease Completed
  - □ Lease 100% Signed & Initialed
  - □ Applicable Addenda Signed & Initialed
  - □ Guarantor Approved

- □ Online Resident Portal Created  
  [Click here to view a step-by-step guide.](#)

- □ $0 Balance
  - □ Admin Fee Paid (if applicable)
  - □ 1st Rent Installment Paid (Due 8/1/2015)

- □ Renter’s Insurance on File
  - □ Insurance Acquired
  - □ Proof of Insurance on File with Mgmt  
  For more information on Renter’s Insurance requirements, please see page 2.

- □ Simple Bills Registration Completed  
  See page 3 for Simple Bills registration information.

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*** For Fast Pass Check-in eligibility, **ALL** checklist items must be completed no later than **Friday, August 7, 2015.** See page 2 for Fast Pass Check-In details.
Check-In
If everything on your Move-in Checklist is completed on or before August 7, 2015, CONGRATULATIONS! You qualify for our Fast Pass “Drive-Thru” Check-In. That means all you have to do is drive up to our check-in station and pick up your keys – simple as that!

Good news is that once you drive up to our Fast Pass check-in station we’ll have your keys in a jiffy since there’s no paperwork to complete and no payments to collect!

Rent
Your first rent installment is due on or before August 1, 2015. You have the option to pay the full lease contract in one lump sum on August 1, 2015 or break it down into 12 equal installments with the first installment due on August 1, 2015 and each subsequent installment due on the 1st of the month. We offer a 2-day grace period in case you forget to make your rent installment payment by the 1st. On the 4th of the month, a late fee will be assessed if your balance is not paid in full. Late fees accrue daily until your account is paid in full, so be sure to remember: DUE on the 1st, LATE on the 4th.

Rent payments must be submitted online through your Resident Portal account.
Click here to view a step-by-step guide.

We are unable to accept paper checks at the office, but are happy to walk you through processing your paper check through your portal.

Renter’s Insurance
Residents are responsible for securing renter’s insurance as the property, owner, or Management Company are not responsible for damage or loss of personal property.

You may either obtain your own renter’s insurance policy – OR – possibly be eligible for coverage through your parents’ home owner’s policy.

Policies must clearly detail the following information:

☐ Your name
☐ $100,000 liability coverage
☐ $10,000 personal content coverage
☐ Coverage for your specific address at Aspen Heights (unit + bed space)
☐ Coverage dates that coincide with your lease term dates
☐ Aspen Heights must be listed as an interested party.

Once you have an acceptable policy, please upload your policy information to your Online Resident Portal. Click here to view a step-by-step guide.

Additionally, an online quote from our preferred third-party insurance provider, ResidentInsure, is available to you through your resident portal.

Renter’s insurance is a requirement.
**SimpleBills**

We are excited to announce that Aspen Heights is utilizing SimpleBills for utility billing. SimpleBills is a roommate utility billing service that splits utility bills between roommates. Through SimpleBills, residents do not have to place utilities in one resident’s name. Each month, SimpleBills will invoice you for only your portion of the utilities and allow you to view and pay your utility bill online. Additionally, residents do not have to pay a connection fee or deposit.

Be on the lookout for an email from SimpleBills with your username and password, which you will use to complete your enrollment online at SimpleBills.com. This is a required item on the move-in checklist, so make sure to get your SimpleBills account set up before Move-In Day.

**Pets**

If you are planning on bringing a pet please keep in mind the following requirements must be met prior to your furry friend moving in:

- Completed Animal Addendum approved by management on file
- Roommate Animal Addendum signed by ALL roommates on file
- Non-refundable pet fee of $250 PAID
- Refundable pet deposit of $250 PAID (1 deposit and fee per pet is required.)

Click to view a list of restricted breeds.

Please email norman@myaspenheights.com if you plan on bringing a furry companion!

*Our pet policy extends to visiting pets as well.

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**Things to Make it Home**

Whether you bring them with you or buy them after you get a feel for the place, here are a few things to help make your house a home.

**Bedroom**

- Linens (full-size if unit is furnished)
- Curtains for décor (window blinds provided)
  
  Due to variance in floor plans, window dimensions are not available prior to move-in.

**Bathroom**

- Shower curtain & rod
- Towels
- Toilet paper
- Toiletries
- Rubber ducky

**Kitchen**

- Utensils
- Small appliances (coffee maker, toaster, etc. microwave is included)
- Dishes, bowls, and glassware
- Pots and pans

**Electronics**

- Gaming console
  
  (or hang out in the community game room)
- Computer (we have a great study lounge too!)

**Cleaning**

- Vacuum and broom
- Laundry detergent
- Cleaning supplies
- Oh, the list goes on and on...

Remember to check with your roommate(s) to determine what items they are planning on bringing to avoid duplication in the common areas of your home.

*And that’s it – see you at move-in!*