

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

Dear Tenant,

The information contained herein is intended to assist and provide you guidance regarding your upcoming move in. It is greatly appreciated that you take a few minutes to read the instructions below. In addition, please refer to your lease to verify your exact Commencement Date.

Below are a few important items and recommendations in order to ensure a smooth move into your new home.

**\*\*The items mentioned below must be completed on or before your Commencement Date\*\***

**Renter's Insurance:**

The lease requires you to purchase renter's insurance. Each Tenant is required to provide a copy of their renter's insurance before any keys will be released to the Tenants.

Renter's insurance provides you liability protection and protects your personal belongings. Each Tenant has the responsibility to protect him or herself and to maintain appropriate insurance to protect his or her belongings. Your renter's insurance coverage should include adequate fire, casualty and personal liability insurance to insure against theft, vandalism or casualty occurring on the premises. Insurance coverage maintained by the landlord/owner does not protect the Tenant from loss of personal property caused by theft, fire, water damage and other perils. Furthermore, the landlord or landlord's representative shall not be liable for any damage or injury to a Tenant, family and occupant or any person entering the premises. 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
- Additional Insured or Interested Party: You must inform your insurance agent that the landlord must be added as an additional insured or interested party. The agent will require the landlord's name and mailing address. Please provide the name and mailing address of:

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Steps to obtaining renter's insurance:

1. If possible, contact your parent's homeowners insurance agent to obtain a quote. Ask if their current homeowner's insurance policy will cover your rental. If not, you will need to purchase a separate renter's insurance policy.
2. Obtain a quote from the insurance agent. Be sure to inform the insurance agent the landlord's name as stated on page 1 of your lease needs to be listed as an additional insured on the policy.
3. Purchase the policy and submit a copy of your Declarations Page before move-in.

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Insurance agent recommendation:  
Ryan Steinberg  
Texas Prime Insurance  
Tel: 713-750-9000  
[ryan@txprime.com](mailto:ryan@txprime.com)

**Renter's Insurance Submittal Instructions**

Please submit your renter's insurance declaration page:

- Submit your insurance information and declaration page via the [Tenant Portal](#). Once logged in, select "Insurance" and fill in the required information on the right column "Upload Other Renters Insurance Policy"

**Utilities:**

Tenant shall have all utilities in the Tenant's name on your Commencement Date (or the Friday before if your lease commences on a weekend). If you delay transferring utilities into your account, you will be responsible for a \$40.00 charge plus the actual or estimated costs of utilities used.

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

**Tips:**

1. Dishes are not allowed to be installed on the structure.
2. We will not approve any holes being drilled into the buildings. The homes are either pre-wired or have had previous service so the provider should not be drilling any holes or running cables around the exterior.

**Property specific utility instructions:**

408 West 38 ½ Street Tenants: See [www.craftsman39.com/move](http://www.craftsman39.com/move) for specific instructions

301 West 38th Street Tenants: See [www.38thstreetflats.com/move](http://www.38thstreetflats.com/move) for specific instructions

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**TV Mounts:**

Per Paragraph 17.D.3. of the Residential Lease, Tenants may not make holes in the woodwork, floors, or walls except for small nails used to hang pictures. If you would like to install a TV mount, you will be required to hire a professional service to install any TV mount and must submit a receipt to [hello@bluestreetpm.com](mailto:hello@bluestreetpm.com). We recommend using SimpleAV - 512-289-1214.

Per Paragraph 17.D. of the Residential Lease, any fixtures attached to the Property become property of the Landlord when installed. Therefore, TV mounts must remain attached to the Property at move-out. If a room already has a TV mount installed, it cannot be removed or relocated unless Tenant receives Landlord's approval.

Upon move-out, please remove all TV mount parts (i.e. screws, arms, etc.) from your TV and leave them in a plastic bag taped to the mount. **If any parts are missing, we will have to replace the entire mount at your expense** (parts and labor).

Any TV mounts installed without proof of professional installation or removed from the property at move-out could result in deductions per Paragraph 10.D.1.H. of the Residential Lease.

**Pick Up Move-In Packet:**

<b>Move-in Packet Pick Up Location / Time</b>
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Upon completion of the above items, please follow the instructions below to pick up your Move-in Packet on or after your Commencement Date.

Move-in packet pickup location / time: Must be picked up during normal business hours  
Monday - Friday, 9:30am - 6pm (closed 12pm-1pm) or  
Contact us to schedule a specific pick up time

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Austin, TX 78705

\*\*There is ONE move-in packet per residence. The packet will contain all house keys, mailbox keys, parking passes (if required), etc. Please coordinate with your roommates to obtain your house keys if the packet has already been picked up from our office.

Unfortunately, we are unable to accommodate early move-ins or storage of your personal items in the home prior to the Commencement Date. We will notify you if the home is ready before your Commencement Date.

**Inventory & Condition Form:**

Within 48 hours after move-in, you must note on the Inventory and Condition Form all defects or damage, sign the form and return it to us. Otherwise, everything will be considered to be in a clean, safe, and good working condition. A copy of your Inventory and Condition Form can be found in your move-in packet or in your lease.

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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 at move-in.

If you notice any repairs after move-in that may have been missed, please note the items on the Inventory and Condition Form, and submit a maintenance request via the [Tenant Portal](#). Please note, the Inventory and Condition Form is not considered a maintenance request.

**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 are required to pay rent via the Tenant Portal found at [www.bluestreetpm.com](http://www.bluestreetpm.com).

Tip: It is best practice to set up an auto payment in the portal for your future rent payments. Our software company, Appfolio, charges a credit card processing fee so we recommend paying with a checking account/ACH for a significantly reduced fee.

If multiple Tenants are on the lease, each Tenant has the ability to set their desired payment amount. Please coordinate the payment amounts with your roommates to ensure the total auto payment each month equals your full obligation.

**\*\*Rent is due on the 1<sup>st</sup> and late on the 4<sup>th</sup> of each month. An initial \$100.00 late fee is automatically charged if not received by midnight on the 3<sup>rd</sup> and a daily late fee thereafter. 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.**

Please check your lease or the tenant portal on the 1st of the month after you move in to determine your next payment.

**Lawn Care:**

Bi-weekly lawn service is scheduled by the Landlord but paid for by the Tenants\*. If you are not receiving the scheduled lawn service, please notify us via 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.

\*301 West 38th Street lawn care is paid for by the Landlord.

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**Standards and Improvements:**

Unless authorized by law or by us in writing, you must not do any repairs, painting, wallpapering, carpeting, electrical changes, or otherwise alter our property. No holes or stickers are allowed inside or outside the dwelling. Unless our rules state otherwise, we'll permit a reasonable number of small nail holes for hanging pictures on sheetrock walls and grooves of wood-paneled walls.

**Air Filters:**

We appreciate tenants who take the initiative to help maintain the hvac system. Tenants are always welcome to change the air filters themselves. It is easy to do, only takes 30 seconds and helps to ensure a fully functioning and efficient hvac system throughout the lease term.

Depending on the property and number of residents, it is always suggested to check them every 1-2 months. If they are dirty, please install a new one immediately. Our maintenance team is scheduled to replace the air filters every quarter. If you notice the hvac intake appears to be loud and having difficulty with the air flow, please submit a maintenance request via the Tenant Portal.

You may find a box of replacement filters in your home. Please keep those in the home for future replacements. If there are few remaining, please notify us by submitting a maintenance request so we can order additional filters.

**Residential Trash Collection:**

Trash is collected curbside every week. Use the [My Schedule tool](#) to get a personalized collection calendar for all residential curbside services. 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.

Please remember that the City of Austin has strict guidelines regarding trash and recycling collection. Please reference this [link for the specifics](#).

**Residential Permit Parking:**

If your home is located on a street with signs stating you are required to have a Residential Parking Permit to park during specific hours, you will be ticketed unless you have the proper permit. Please reference [this link on how to obtain a Residential Parking Permit](#).

Thank you for reviewing the above information and we look forward to having you for the upcoming lease term.

Thank you,

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