

# OMEGA PROPERTIES

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## Move-in Information

Keep a copy of your lease handy. It contains valuable information, and will answer most of your questions. If you have questions that aren't answered in the lease or on this page, feel free to call the office.

All rents should be paid with one check, or all checks in the same envelope. You may now pay online at [www.omegabloomington.com](http://www.omegabloomington.com) by online check or by credit card.

**Rent is due the 1<sup>st</sup> of each month.**

A \$50.00 late fee will be assessed to each person who is late, if rent is not in by the 3<sup>rd</sup> of the month. If the rent is still not in by the 7<sup>th</sup>, an additional \$5.00 a day late fee is charged until we receive the rent. If rent is not paid by the 15<sup>th</sup>, **IT WILL GO TO OUR ATTORNEY.** Late fees are due immediately. If you mail in your rent, mail it out no later than the 25<sup>th</sup>. We accept personal checks, money orders, cashiers checks, and you may now pay online. **DO NOT PAY BY CASH.**

The bounced check fee is \$30.00 and the rent is considered late. We do not expect any bounced checks. Rent can be dropped off at any time in our drop box outside of our office, 115 E. 6<sup>th</sup> Street, Suite 1. If the 1<sup>st</sup> falls on a weekend, it is still due on the 1<sup>st</sup> and can be left in our drop box.

You cannot move in early, please don't ask. There are no exceptions; if you need storage space, reserve space with a storage facility as soon as possible. These are a few of the storage facilities in Bloomington:

All American Storage: (812)339-4901

Bloomington Mini-Warehouse: (812)339-4221

U-Store-it: (812)339-4222

Your move-in time is 3:00pm on the day your lease begins. If you are unsure of the date, it is listed on the first page of your lease, or you can call the office.

Before you move into your new home, you *must* have all necessary utilities transferred into your name. You are responsible for all utilities unless there are exceptions listed in your lease. Check your lease or call the office if you are unsure. There may be more than one meter for Vectren and Duke Energy; you can ask them when you have your service turned on.

These are the phone numbers for the local utility companies:

**Natural Gas** – Vectren: (800)777-2060

**Electric** – Duke Energy: (800)521-2232

**Cable** – Comcast (800)824-1769

**Phone** – AT &T (800)742-8771

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**Water** – City of Bloomington: Water must be put in your name in person. The water company is located at 600 E. Miller Drive, on the corner of Henderson and Miller. Most of our apartments do not pay for their water; call the office if you are unsure.

When you signed your lease, you paid for your “August Installment” of rent and your security deposit. You do not need to pay any rent money again until September 1<sup>st</sup>, when your first full month of rent is due. The last month that rent is due is July, as you paid for the August installment at lease signing.

Please call the office within the first 10 days of your lease for your move-in inspection. All tenants should be present for the inspection. If anything needs fixed, wait until all roommates have moved in and fill out the maintenance sheet which will be provided in your move-in packet. You will receive the packet when you pick up your key. When the list is complete you can drop it by the office.

City trash pick-up is every Monday morning. Trash must be put out on Sunday night. Don't forget to purchase trash tags, which are available at most grocery stores. Never leave trash outside of trash containers or in front of your house. If you leave trash out, the city will issue trash fines. If you have set up trash pick-up through Omega Properties, your trash is picked up Saturday mornings.

Bloomington has a noise ordinance which it strictly enforces. Noise levels should not be audible from outside of your home, or into neighboring apartment walls from 9:00pm-7:00am every day. The city tickets each person on the lease if this ordinance is violated. The police department enforces this ordinance and will show up at your door if your noise levels are too high.

Call our maintenance voicemail for any routine maintenance requests, 335-2561. Our emergency maintenance line is for emergencies only. An emergency is considered, but not limited to, substantial water leaks, no heat, no power, every toilet is clogged, or anything that is an immediate threat to life and/or property. You can leave a request on our regular maintenance voicemail at any time.