# Move-In Checklist

Use the checklist below as a guide for what needs to be completed prior to your move in day. **You must have ALL steps completed before you arrive for move-in, or you will be asked to come back once everything is completed**.

In this interactive document you can check off the steps in their check boxes. Click the buttons to watch specific tutorials in the How To Video and click on underlined links to read articles or send an email. If you have any questions, email us at leasing@sweetwatergainesville.com.

**To-Do List**

- ☐ Confirm Unit & Roommate(s)
- ☐ Sign in to the Resident Portal
- ☐ Confirm Move-In Time Assignment
- ☐ Complete Lease & Guarantor Paperwork
- ☐ Pay Balance Owed
- ☐ Submit Proof of Renter's Insurance & Photo ID
- ☐ Register Pets (If Applicable)
- ☐ Update Vehicle Information (If Applicable)
- ☐ Download Ladder
- ☐ Download CasaPerks

### Confirm Unit & Roommate(s)

You should have received an email with confirmation of your unit and bedroom assignment, as well as your roommate contact information. If you have not received an email, please contact the leasing office.

### Sign Up for Your Move-In Day

White Glove move in on August 9th and 10th. (there won't be white glove on August 11th) so limited/no move-in assistance after August 10th.

### Confirm Move-In Time Assignment

You will receive an email with your assigned move-in time. Please plan to arrive during your allotted move-in time. In order to keep move-in day moving as smoothly as possible, we will not be able to accommodate you outside of your assigned move-in time.

### Sign in to the Resident Portal

1. Visit our Resident Portal. You can find this at the top right of the website page.
2. You will log in using the same email and password that you used when originally signing your lease with the property. If you get an error, please create a new login using the email with which you applied to Sweetwater.
3. If you are unable to log in, please contact the leasing office.

Watch the How-To Video

### Complete Lease & Guarantor Paperwork

Please make sure that your lease and guarantor forms are completed prior to arrival on Move-In Day. If these are not completed prior to arrival, you will not be allowed to move in during your move-in time slot.

Note: Guarantors will have their own resident portal and login information.

1. Log into your resident portal. You will see the Move-In Checklist page upon logging in.
2. Click into the "Sign Unsigned Documents" tab to view all documents. Any outstanding paperwork that needs a signature will be under the "Needs Action" tab.

Watch the How-To Video

## Pay Balance Owed

1. Log in to your resident portal. You will see the Move-In Checklist page upon logging in.
2. Click the "Payments" tab to see any balances owed. These will include the following:
    - August Monthly Installment and Premiums - Varies
        - This will be posted to your account on August 1. This should be paid by your Move-In Day.
    - Utility Setup Fee (one-time) - $79.20
    - Application Fee (one-time) - $75
    - Administrative Fee (one-time) - $200
    - Security Deposit (refundable) - $100
    - Pet Deposit* (non-refundable) - $250
    - August Monthly Pet Rent* - $35
    - Parking* - Varies
      *if applicable
3. You will have the option to add a payment method to clear any balances on the account.
    - Please note that an e-check will take a few days to process on your account, just like a physical check.
    - Also note, there is a $7.95 convenience fee for debit card payments, a $1.95 fee for eCheck, and a 3% fee for credit card payments. We do not accept physical payments like a check or cash.

Watch the How-To Video

Read our article What Fees Should I Expect to Pay When I Sign a Lease at Sweetwater? to view all fees and payments you will be subject to when you sign a lease at Sweetwater.

## Submit Proof of Renter's Insurance & Photo ID

We require all of our residents to have renter's insurance that provides $100,000 in liability and has the resident listed as insured through the policy. You can upload proof of renter's insurance to your resident portal or email proof of insurance to our leasing team.

If you do not provide renter's insurance, you will be automatically enrolled in our Master Policy by HomeBody, our liability waiver program, and billed a small monthly fee as outlined in your lease agreement. You can provide proof of renter's insurance any time throughout your lease and this expense will be removed from your account.

### Renter's Insurance vs. Liability Waiver Program

Unlike renter's insurance, liability insurance does not cover any loss or damage to personal belongings. Read our article on Renters Insurance vs. Liability Waiver Program to learn more about the importance of renter's insurance for personal belongings and differences in coverage.

## Upload Photo ID

1. Log into your resident portal. You will see the Move-in Checklist page upon logging in.
2. Click on the option to upload your photo ID.
3. Alternatively, you can email a copy of your photo ID to leasing@sweetwatergainesville.com.

### Register Pets (If Applicable)

If you are bringing a pet to the property, you need to ensure your pet is registered. Your pet should have been added to your account at the time you have signed your lease. If you did not add your pet at the time of lease signing, contact our leasing office to add your pet to your account.

- Per the lease agreement, violation of animal policies will result in a charge of $100, plus a charge of $10 per day from the date the pet was brought into the apartment.
- Note: All pet fees must be paid prior to move in day. See the "Pay Balance Owed" section for information on completing this step.

### Update Vehicle Information (If Applicable)

If you've leased a parking spot, please add your vehicle information to your resident portal.

1. Log in to your resident portal.
2. On the left side panel, click on My Apartment > Vehicles.
3. Click "Add Vehicle" to enter your Year, Plate Number, State, Make, Model, and Body Color.

Note: If you have not yet signed a parking contract, you will not have a parking spot at Sweetwater. Please reach out to our leasing office with any questions about parking.

Watch the How-To Video

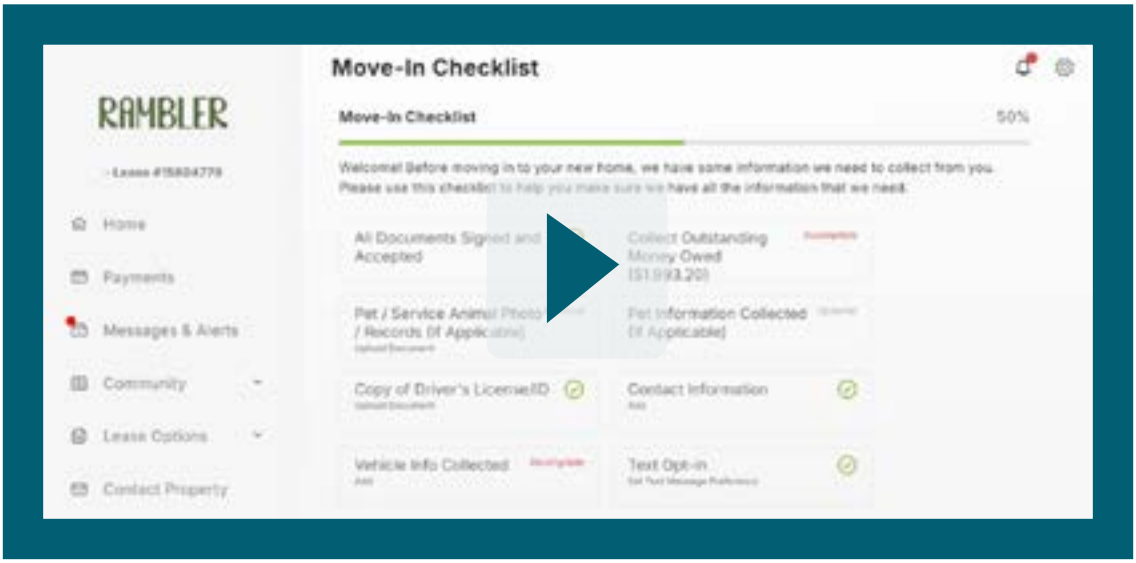
### Opt In To Property Communication

Make sure your contact information is up to date and that you're opted in to all property communication. Click on Text Opt-In and make sure Maintenance Updates, Property Marketing, and System Notifications are all turned on so that you know about all resident events and programming! Finally, accept the terms & conditions for text messaging and click Save Preference.

Watch the How-To Video

## *How-To Video*

Click below to watch the video and see how to use your resident portal in real-time. Although this doesn't show the Sweetwater website, the process and your portal set-up is the same.



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