

Move-In Information

Information is subject to change. The most recent information may not be reflected in this document. Contact Back To Back Rentals LLC for the most up-to-date information.

Utilities

At lease signing, the tenant signed the Xcel Energy New Occupant Start Service form and received a copy. Back To Back Rentals LLC will submit this form to start service in the tenant's name on **June 1**, even if the tenant does not move in that day.

Contact Xcel Energy at the end of May or beginning of June to confirm the account setup. Automatic payments can be set up at that time if desired.

Xcel Energy: 1-800-895-4999

The tenant may also need to disconnect utility service at their previous address. Back To Back Rentals LLC will not do this for the tenant.

Get Your Keys

Tenants will be notified if their unit is ready before June 1. In some special cases, keys may be available before June 1.

Make an appointment to get your keys. We do not have an office in Eau Claire, so let the landlord know ahead of time when you plan to collect them. We will do our best to meet you at the house. If we cannot be there, you may need to meet management at an agreed location, or we will leave the keys at the house and provide instructions.

The first person to move in will receive all keys. Roommates should coordinate collecting their keys from that person.

Check-In Inspection

A check-in sheet will be provided. Inspect the house carefully and note any issues. **Return the sheet to Back To Back Rentals LLC within 7 days of the start of the lease.** This form will be used during the move-out inspection.

Return it by regular mail, email, or by texting a photo of each page.

Settling Into Your Rental

Moving In & Protecting the Flooring

Use extreme care when moving items into the unit. Take particular care around corners, hallways, stairwells, and doorways to avoid scuffs, dents, or scratches to the furnishings and apartment.

Use felt pads on furniture. Protect flooring with a rug or mat under wheeled desk chairs. Wash rugs before placing them on the floor so their color does not bleed onto the flooring.

Do not use cleaners on wood flooring. Wash with warm water and a damp cloth.

Internet & Cable

Tenants need to arrange their own internet and cable service.

Mail

Put your names on the mailbox. If the mailbox does not have a flag, do not place outgoing mail inside. The mail carrier will not collect outgoing mail from a mailbox without a flag.

Specific Unit Information

Information specific to your unit will be provided so you can familiarize yourself with your new home.