

Move-In Information Sheet

Moving

All residents must move in and out through the rear of the building. Any residents moving through the front of the building can be fined up to \$500 and held responsible for any damage done to the building. If you are moving into a building that has an elevator you must contact your property manager before moving to make arrangements.

Clogged Drains

Please do not use any type of acid liquid such as Liquid Plumber to unclog drains. This acid can eat through pipes. Should you have a clogged drain, call the office and request maintenance service.

Trash Removal

All trash must be sealed and placed in the proper receptacle. Under no circumstances should trash be left on porches or in hallways. Violators will be fined up to \$500 per occurrence.

Smoke Alarms

A working smoke alarm and first battery will be provided in every apartment by Property Management Realty Inc (PMR). It is the resident's responsibility to check the smoke alarm each month and change the batteries as needed.

Light Fixtures

PMR will supply all light fixtures in the apartment with working light bulbs. It is the responsibility of the resident to change the light bulbs as needed and at move out all light fixtures should have working light bulbs or the resident may be charged for replacement of them.

Refrigerators

Upon move out the resident should lower the refrigerator temperature to 1 or 2 on the cooling dial (located inside the refrigerator). Never leave the refrigerator unplugged, this causes mold to grow inside the refrigerator.

Gas Ranges

Most ranges are gas and have an open flame for the pilot light under the top lid of the range, therefore, objects (paper towel, dish towels, etc.) should be kept away from the top of the range to prevent fires. If the pilot light goes out it can easily be re-lit by lifting up the lid and taking a match and holding it above the pilot light until it lights. NEVER ATTEMPT TO

LIGHT A PILOT LIGHT IF THERE IS A STRONG SMELL OF GAS IN THE APARTMENT. If you smell gas you should, check to make sure all dials are turned to the off position, open a window to air out the apartment, and then call the office or if it is a very strong smell and you think it's a dangerous situation, you should call Peoples Energy emergency number 1-866-556-6002 and they will come out (usually within an hour) and investigate the situation at no cost to you.

Hardwood Floors

Residents with hardwood floors should protect them by placing rugs in high traffic areas and by the sink. Also, residents should dust-mop the floors often and use a damp mop with a little bit of white vinegar or cleaning products made specifically for hardwood floors to clean spills and dirt and then try with a cloth. Water is very damaging to hardwood floors. Never wax your hardwood floors.

Balconies and Porches

Overcrowding of Balcones and Porches is unlawful and dangerous. Balconies and Porches are not intended as areas of congregation by multiple people, but rather, for ingress and egress only. Grilling on a wood porch is prohibited.

Resident Referral Policy

PMR offers its residents a \$250 rent credit for anyone referring to us a new tenant who signs a one year lease. New residents must list you as the referral source on the apartment application.

Utilities

It is the responsibility of the resident to contact the electric company and the gas company (if applicable) to have the service put in your name.

Com-Ed 1-800-334-7661
Peoples Energy 1-866-556-6001

Telephone

It is not the responsibility of PMR to provide a working phone jack within your apartment; however, most apartments have working phone jacks left in the units from the previous tenants. A working phone line in an apartment is the responsibility of one of the many phone companies in the area.

Cable TV Providers

If you choose to have cable TV in your apartment this is an agreement between you and the cable provider. PMR is not responsible for repairing or maintaining any cable TV equipment.

Satellite Dishes

Under no circumstance is a satellite dish to be installed by a tenant without the express prior written approval of PMR.

Rent Payments

Rent is due on the first of the month. If your payment is received after the fifth of the month a late charge will be applied per your individual lease. You may mail, pay in person during office hours, or drop your rent in our night drop slot located at the front door to our office.

Main Office / Mailing Address:

**Property Management Realty Inc
1121 E. Main Street – Ste 127
St. Charles, IL 60174**

**630-584-0209 PHONE
630-377-5353 FAX**

Noise Policy

No noise, music or other sounds shall be permitted at any time in such manner as to disturb or annoy other occupants of the Building, or neighboring properties. As a general rule, between the hours of 10:00pm and 7:00am, no noise shall be heard outside of your apartment.

Maintenance Requests

Maintenance Requests should be called into your property manager. There is a \$100 charge for any lock outs during non-business hours.

Renter’s Insurance and Personal Property Damage

In the event that personal property is damaged due to fire, flooding, heater leakage, etc., PMR is not responsible for loss or damage to your personal property. PMR strongly recommends that all tenants procure renter’s insurance to cover such damage to personal property. If you choose not to procure such insurance, you do so at your own risk.

Please contact your local insurance agent for more information on renter’s insurance.

Pets

Under no circumstances are any pets allowed in any PMR apartments without the express written consent of management.

Tenant has received a copy of the Chicago Residential Landlord/Tenant Ordinance Summary, Heating Disclosure, Security Deposit Summary, and a Lead Hazard Brochure.

I have read, understand and received a copy of the above.

By: _____

Print: _____

Phone: _____

Email: _____

Emergency Contact: _____

Emergency Contact Phone: _____

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