



**Winnemac
Properties**
Property Management & Investment

New Resident Move in packet

4818 North Damen
Chicago, Illinois 60625
P: 773-728-9900
F: 773-728-9901 or 773-295-6172
info@winnemacproperties.com

Welcome to Your New Home!

You have chosen a nice well located apartment and we hope to make your tenancy as enjoyable as possible. If you need to reach our office please call (773) 728-9900 and for emergencies dial ext. 1.

Approval to Move-In Checklist

Before you pick up your keys...

- APPROVAL/LEASE SIGNING:** Congratulations on being approved! Please make sure to provide any remaining documents such as photo IDs, guarantees, co-signers, paystubs, or any other paperwork requested by your agent. You will also need to pay any remaining credit check fees, move-in fees, or 1st month's rent balances.
- PEOPLES GAS:** If you are responsible for gas utility, please contact People's Gas: (866) 556-6001 to register gas in your/your roommate's name. Or visit them online at www.peoplesgасdelivery.com
Write down your meter & account numbers: _____
- COMED:** If you are responsible for electric utility, please call ComEd at (800) 334-7661 to register electricity in your/your roommate's name. Or visit them online at www.comed.com
Write down your meter & account numbers: _____
- RENTER'S INSURANCE:** In the event that personal property is damaged due to fire, flooding, water leakage or other casualty, Winnemac Properties is not responsible for loss of or damage to your personal property. Winnemac Properties 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. A good place to start your search for a quote is www.rentersinsurance.net. We also recommend Lisa Berens at Farmers and Lakeview Insurance: (773) 857-3500, lberens@farmersagent.com.
- CABLE AND PHONE:** We suggest you call Comcast, RCN, or AT&T to set up your installation. Since the cable provider is building-specific, you will need to inquire with your preferred cable provider to see if your building is covered by them. Please note that some building intercom systems may require the use of a landline in order to grant guests access to the building from your apartment. You will need to set up this landline service with the appropriate provider:
Comcast/Xfinity – (800) 934-6489 or www.comcast.com
RCN – (800) 746-4726 or www.rcn.com
AT&T – (800) 288-2020 or www.att.com
- SCHEDULE MOVERS OR RESERVE A TRUCK:** You can get free quotes from local moving companies at www.moving.com. We also suggest Move-tastic at (773) 715-3227 or www.move-tastic.com. Finally you can book your own truck with U-Haul at (800) GO-U-HAUL (1-800-468-4285) or www.uhaul.com.
Please note that if you are moving into a building with an elevator, you must contact your property manager before moving to make arrangements for elevator use.
- US POSTAL SERVICE:** The US Postal Service makes it easy for your mail to follow you to your new home. For more information on mail forwarding call 800 ASK-USPS (1-800-275-8777) or visit: <https://moversguide.usps.com/>.

- RESIDENT WEB ACCESS:** You will be provided with instructions on setting up your resident web access account through our website. Setting up the account will enable you to submit maintenance requests, review your account balance, and pay your rent online using your checking/savings account (free) or your credit card/debit card (3% fee).

Move-In Day Checklist

Picking up your keys and moving in...

- KEY PICKUP:** We will contact you the week of your move to arrange key pickup. Typically, your keys will be ready for pickup at our office on your lease start date between the hours of **12:00 pm – 5:00 pm**. Office location and hours are:

**Winnemac
4818 N. Damen
Chicago, IL 60625**

If your move in date falls on a **Saturday or Sunday**, please contact us to make other arrangements.

- MOVE-IN:** Whether you are using a moving company or not, **all move-ins must occur through the rear entrance of the building between 12:00pm and 9:00 pm**. Any residents moving through the front of the building may be fined up to \$100 and held responsible for any damage done to the building. Professional moving companies must have a certificate of insurance and you are responsible for any damaged caused to common areas or your unit by you, the moving company, or any party that is assisting you with your move.
- ELEVATORS:** If your building has an elevator designated for move-ins, you must contact your property manager prior to the day of move-in to ensure the elevator is reserved for your use.
- SECURITY:** Please be sure to not leave any of your belongings unattended at any time during your move. Remember to secure all entrances and exits when you are finished with your move and never leave an unattended building door propped open.
- UNPACKING:** While unpacking larger items such as furniture and appliances, please be sure to protect walls and flooring from damage. Never drag furniture across flooring without the use of a dolly or some type of wheeled device.
- MOVE IN INSPECTION REPORT:** We encourage tenants to complete the Move In Inspection Report on or near the date you move in. This will ensure that any existing damage prior to your moving in is noted.
- OTHER ITEMS:** Moving can be a stressful experience so please be sure to drink plenty of water to stay hydrated, particularly during the summer months. Please be courteous to other residents by not blocking common areas.
- CABLE AND INTERNET INSTALLATION:** We encourage new tenants to schedule their cable and internet installation on the day of their move or shortly after provided you have enough time to designate and arrange

the appropriate area of the apartment where you want the services installed. Be sure to be available during the times scheduled by your provider.

Congratulations! You're In!

Get acclimated...

- PAYING RENT:** Rent is due on the first of the month. If your payment is received after the fifth day of the month a late charge will be applied per the City of Chicago Landlord Tenant Ordinance (\$10 for the first \$500 of rent and \$10 plus 5% for anything over \$500, [all charged as additional rent).

Your move-in packet contains information regarding payment information for your rent. We encourage tenants to utilize our **Resident Web Access** portal to complete payments online. Please use the same log in credentials you created when you submitted your online application to make online payments and maintenance requests, select payment options such as checking or credit. Please note that using a checking or savings account to pay rent is free while credit cards and debit cards are subject to a 3% transaction fee. For accounting questions, please call Winnemac Properties at (773) 728-9900 or email info@winnemacproperties.com.

You may also mail your rent payment, pay in person during office hours (checks and money orders only), or drop your rent payment in our night drop slot (always open) located in the lobby of our main office.

Main Office Mailing Address:

Winnemac Properties
4818 N. Damen Ave
Chicago, IL 60625

What happens if my rent check or auto-draft payment is returned?

We follow the guidelines outlined in your lease and in the City of Chicago Residential Landlord and Tenant Ordinance, so please be prepared for the addition of late fees and possible eviction.

What is the typical eviction process?

Five days after you have been served the Landlord's Five Days' Notice, if you have still not submitted full payment for all past due rent and late fees, we will file for your eviction. You will be served by a representative of the Cook County Sheriff's office at your home with a court date for the eviction proceedings. Once a judgment is granted for past due rent and possession of the property, the court specifies the number of days you have to vacate the property.

If you do not vacate within that time frame, an Order for Possession will be filed. You will again be served by the Cook County Sheriff's office informing you of the date for the Order for Possession. On that date, representatives from the sheriff's department as well as a representative from Winnemac Properties will arrive at your home to remove all of your personal belongings and set them at the curb.

A judgment in favor of the landlord can stay on your record for 10 years and might make it difficult to obtain future housing and credit. An eviction filing can also be expensive and is the responsibility of the resident. Eviction filing fees start at \$650. After the eviction, we will also turn over any unpaid accounts to our collection agency for further action.

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- TRANSPORTATION:** For information on public transportation options in your neighborhood, please refer to <http://www.transitchicago.com>.
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- SAFETY:** Take a moment to familiarize yourself with the location of emergency exits as well as fire and carbon monoxide detectors in your apartment.
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Maintenance Guidelines and Tips

SUBMITTING MAINTENANCE REQUESTS: The easiest way to submit a maintenance request is to log onto your Resident Web Access account through our website at www.winnemacproperties.com. By logging onto your account you can open a maintenance ticket as well as viewing updated information on any past tickets you have submitted. This is the best way to keep track of the progress on your request.

Alternatively, you can also submit a request by emailing maintenance@winnemacproperties.com.

For emergencies, please call our main number at (773) 728-9900 and follow the prompts for emergency service. Weekend requests should be for **EMERGENCIES ONLY**. A 24-hour maintenance person is on call for emergencies that cannot wait until the next business day.

Remember, there are FEW EMERGENCIES

An emergency is a life threatening situation, or one that involves uncontrollable water, natural gas, or electrical sparking, fire, or complete loss of basic utility services.

- If you are in immediate danger, please call 911
- If you smell natural gas, call Peoples Gas at (866) 556-6002
- If you have a water flood, call our office. You may also need to call the Department of Water Management at (312) 744-4420 to have the water turned off.
- Examples of non-emergency items include: non-working appliances, non-working A/C, or parking issues.

TO REQUEST MAINTENANCE

Once you submit a maintenance ticket online, the request is sent to the property manager who will coordinate with maintenance staff or outside technicians to address the issue. You do not need to be present while work is being completed on your unit but you are welcome to be there if you prefer. Non-emergency requests are normally addressed within 2 business days. If you do not hear from the property manager or maintenance technician within 2 business days, please contact our office at 773-728-9900.

THINGS TO REMEMBER BEFORE YOU CALL MAINTENANCE

- **Oven issues** - If the oven does not work, check time-bake or cleaning to make sure these settings are not preventing heating.
- **A/C** - If the A/C does not work, check the circuit breaker; turn it all the way off, and then back on. Check the filters; a dirty filter will cause the A/C to “freeze”. Make sure the A/C is not set below 70 degrees; on very hot



days it should not be set below 75, otherwise it may “freeze”. Repairs needed because of dirty filters and excessive cooling may be charged to you as the resident.

- **Electrical Circuit Overload** - If the electrical does not work in one part of the property, check with the GFCI (ground fault circuit interrupter) plug and push reset. If the circuit breakers keep going off unplug some items to make sure there is not an overload on the circuit. Make a habit of unplugging as many items as possible. This will also help lower your electric bill.
- **Smoke Alarm** - If a smoke alarm “tweets,” replace the battery. If the battery replacement does not work, call our office and we will replace the smoke alarm. **Remember, do not disconnect or remove a smoke alarm.**
- **Toilets** - No paper products other than toilet paper should be flushed down the toilet. Before you call maintenance, be sure to plunge your toilet and attempt to un-plug the clog. If your toilet is overflowing with water, or if you notice water around the base of the toilet, turn off the water valve at the bottom rear of the toilet. Please wipe up excess water. This will help prevent any further water damage to your bathroom floor.
- **Sinks and Tubs** – Please DO NOT use Drano and other caustic cleaners to unclog your drains. These products are very harmful to both the plumbing and our technicians servicing your drains. First try to clean out the drain; if the clog does not lessen, call maintenance. Please be sure to inform maintenance if you have used any of the drain un-clogging products.
- **Refrigerator** – If your refrigerator goes out, be sure to keep the door tightly closed to prevent spoilage. Call maintenance to have repairs done.
- **Dishwasher detergent** – Please use only dishwashing detergent in the dishwasher. Severe damage to your appliance can be avoided by using the appropriate cleanser.

MAINTENANCE FREQUENTLY ASKED QUESTIONS

- **Do I have to be present for maintenance work performed in my unit?**
No, but you are more than welcome to observe. Many requests can be handled by our in-house staff and are usually resolved during normal business hours. If we can't handle it, we will call in an outside vendor and let you know when they are scheduled to arrive. Please note that if the situation is deemed to be a risk to the property or to other units, we will access the apartment whether you are there or not.
- **When can I expect non-emergency maintenance requests to be completed?**
We will contact you within two business days regarding your request, will complete the assessment of the situation and will determine the next course of action. Because outside vendors and replacement parts may be needed, we may not be able to set a firm date for completion.
- **Can I have work performed and then send the bill to you?**
No. Unauthorized repairs will not be reimbursed. Should you wish to perform work in your apartment, contact our office first and we will let you know how to proceed.
- **If a repair is not satisfactory, what should I do?**
Please contact our office immediately so we may investigate the issue.
- **Can I change the locks to the apartment?**
Locks are changed before you move in. If for some reason they need to be changed again, please contact our office. This work must be done through Winnemac Properties and the tenant will be billed the charges.
- **Can I paint my apartment a different color?**
In order to paint any walls in your apartment, you must first request and receive written authorization from us. If you are given permission to change paint colors, any changes must be restored to our building standard

– Benjamin Moore’s China White – before you vacate the apartment. In some instances, we may agree to paint using a different color prior to your moving in, so ask if this is an option.

Rules and Regulations

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. We recommend hair strainers for your bathtub and bathroom sink.

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 \$100 per occurrence. If recycling is available, do not put regular trash in the recycling containers. Do not use the trash containers belonging to the stores located in your building, if any.

SMOKE ALARMS & CARBON MONOXIDE DETECTORS

A working smoke alarm and first battery will be provided in every apartment by Winnemac Properties. It is the resident’s responsibility to check the smoke alarm each month and change the batteries as needed. If you need assistance with this because of the location of the detectors, please contact our office or complete our online form and requests maintenance service.

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.

LOCK OUTS

There is a \$50 lockout charge during the day and \$100 charge for nights/weekends. The fee for a lost key is \$25 per key charged as additional rent.

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 towels, 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 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 is a dangerous situation you should call the Peoples Gas emergency number at 1-866-556-6002 and they will come out (usually within an hour) and investigate the situation at no cost to you.

LEAKS

Report any leaks to your property manager so that they can be addressed as quickly as possible. Sources of leaks can be, but are not limited to: sinks & drains, toilets, dishwashers, washers or other appliances, roofs, tuck-pointing, windows, or other apartments.

HARDWOOD & TILE FLOORS

Residents with hardwood or tile 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 dry with a cloth. Water is very damaging to hardwood floors so if you notice any leaks from radiators or other fixtures please call the office or complete our online form and request maintenance service. Never wax your hardwood floors.

BALCONIES AND PORCHES

Overcrowding of balconies 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 as is smoking of any kind.

RESIDENT REFERRAL POLICY

Refer people you know who need an apartment and receive a \$400 rent credit if they rent from Winnemac Properties. A 12 month lease is required. Simply complete the form located at www.winnemacproperties.com or contact our Leasing Department at 773-728-9901.

Resident Referral – Refer people you know who need an apartment and receive a \$400 rent credit if they rent from Winnemac Properties. A 12 month lease is required. Simply complete the form located at www.winnemacproperties.com

SATELLITE DISHES

Under no circumstances is a satellite dish to be installed by a tenant without the express prior written approval of Winnemac Properties or the landlord.

UNFORESEEN EVENTS

The lease represents a legally binding document during its entire stated term. The occurrence of an unforeseen tragic event, including, without limitation: familial death, loss of employment, an apartment break-in, or otherwise, does not give rise to the right to terminate the lease. Tenant acknowledges that Landlord does, however, offer the option to sublease or assign the lease or buy-out the remainder of the term in the event of such an occurrence.

THINGS YOU ARE RESPONSIBLE FOR AS A TENANT

- **Pest Control** - Normal insect control for roaches, ants, spiders, fleas, small mice, etc. You can purchase insecticides or contact a pest control company for routine spraying, If you see rats or bats, please contact our office.



- **Pets** - NO PETS are allowed unless specifically agreed upon in writing. No “guest” pets are allowed at any time. The tenant is responsible for all pet cleaning, including spraying for fleas at move out. Pet droppings on the property or city sidewalks adjoining the property are to be cleaned up by the tenant. This applies even if the pet is not yours.
- **Waste** - All waste should be disposed of in a sanitary manner using the proper receptacles and according to city/county rules. Recycling bins are for recycling ONLY. Garbage, yard waste, and any toxic items such as oil or batteries must be properly handled. If garbage cans, recycling bins, or waste are not properly handled, Property Management will have the area cleaned at the tenant's expense which shall be charged as additional rent.
- **Kitchen** - Kitchen cleaning includes cleaning the stove and stovetop regularly. Food should be stored and never left out. Sink dishes should be clean and free of food debris and counters should be wiped and floors mopped.
- **Bathrooms** - Bathrooms should be regularly cleaned including toilets, sinks, and bathtub/showers. Buildup of mildew due to lack of cleaning will result in a charge to the tenant.
- **Carpets and Flooring** - Carpets and flooring should be regularly cleaned. Spills should be cleaned immediately to prevent staining. You must use the appropriate type of cleaning for the type of flooring in your apartment. At move out, carpets must be cleaned.
- **Windows and Doors** - Windows and doors should be wiped down and blinds wiped with a soft cloth. Make sure windows and doors are secure when leaving the property.
- **HVAC and A/C** - Heating and air filters MUST be replaced monthly. Any HVAC repairs needed because of dirty filters will be charged back to the tenant.
- **Light Bulbs** - Burned out light bulbs should be replaced by the tenant. If a light bulb needs replacement but is not reasonably accessible by the tenant (for instance a 12 ft. ceiling), call maintenance and there will not be a charge. All other light bulb replacements will result in a charge to the tenant.
- **Smoking and Fireplaces** - NO FIRES are allowed in any fireplace in any property. NO SMOKING is allowed in any property. This includes guests.
- **Mold and Mildew** - Mold and mildew is present in any environment. It is impossible to eliminate all mold and mildew. The tenant is responsible for maintaining the property to avoid mold growth. This includes:
 - Ventilating all rooms such as bathrooms, especially after a shower. Use kitchen ventilation while cooking.
 - Keep door and window tracks free of condensation.
 - Keep furniture approximately 3 inches from the wall to allow air flow. DO NOT push furniture all the way against the wall.
 - Keep house temperature between 55-70 degrees in the winter and between 75-80 in the summer. NEVER leave the heating and air system off. If you are going to be out of town, set for minimum heating or cooling.
 - Mop or clean spills immediately.
 - Clean mildew immediately if it appears in toilets, bathtubs, showers, walls, windows, etc. The EPA recommends cleaning with commercial products or with a weak bleach solution of one cup bleach to one gallon water. Wear gloves and, if necessary, a face mask or eye protection.

- **Safety and Use** – You are responsible for keeping the unit safe and clean. You are to use all equipment and facilities in a reasonable manner and not deliberately or negligently damaging the unit.
- **Community** – Please be respectful of your neighbors and help to promote a calm and peaceful living environment.

Frequently Asked Questions: Moving Out

LEASE NOTIFICATIONS

- **What are my options if I want to move before the end of my lease?**

You have several options to terminate your lease early – sublease, re-let, and buy-out.

- Subleasing: In compliance with city guidelines, we must accept a reasonable subtenant offered by you without charging you any additional fees and we must make a good faith effort to find a new tenant at a fair rate. If a subtenant cannot be found through any party, you will be liable for the remaining rent as well as for the cost of advertising until your lease expires.
- Re-letting: When an acceptable tenant is found, we will negotiate and sign a new lease, releasing you from any further obligation. This option requires a \$500 payment plus 1 month buy-out fee.
- Lease Buy-Out: In some instances, you can buy out your lease. This requires paying a three month buy-out fee.

If you have to break your lease, call our office to explore the best solution for your situation.

Please be courteous and provide us with as much notice as you can so we can market your apartment.

- **My lease is expiring soon. What should I expect?**

We will be in contact with you 90 days prior to the end of your lease. We may send you a letter with a heads up, we may ask you for updated information, and/or we may send the actual lease renewal. If we do not receive any response, we will begin marketing the apartment to others 60 days prior to your lease end date or until a new lease is signed. If you do not hear from us, at least 60 days prior to your lease expiration, please contact us.

- **How do I give proper notice of non-renewal?**

You must give 60 days' notice to vacate in writing to Winnemac Properties prior to the end of your lease or if you are on a month-to-month lease, 60 days prior to when you plan to move. All leases terminate at the last day of the month, so if you notify us on the 15th day of the month, for example, your lease would terminate 60 days from the next month end and not from the 15th.

- **I have informed you of my intent to move, however, my circumstances have changed. What can I do?**

If you need to make changes to your move-out date, they must be completed in writing and agreed upon by both parties. We will make all efforts to accommodate you. However, in the event that we have pre-leased your apartment, we will be unable to honor this change.

MOVE-OUT DAY

- **What should I plan to do when I move out?**

Make sure there is no damage to your apartment beyond normal wear and tear. The entirety of your apartment should be restored to the condition in which you rented it – including paint color and appliances.

Clean your entire apartment, including the range top, oven, refrigerator, bathroom, closets and cabinets. Floors must be vacuumed or swept. All debris and unwanted materials should be placed in the proper trash containers within designated areas.

- **What time do I need to be out of the apartment?**

You are contractually obligated to vacate your unit by noon on the last day of your lease. If you have not vacated the premises and returned all keys by this time, you may be charged double the monthly rent for the period that you retain possession of the apartment following the end of your lease.

- **When and how do I return the keys after I move out?**

Turn in your keys on or before noon the day your lease expires to the location or representative specified by Winnemac Properties. If keys are not turned in, you will be charged \$250.00 for lock replacement.

- **In what circumstances would I be charged for damages to the apartment?**

As a tenant you are responsible for any damage to the apartment that goes beyond normal wear and tear. Any outstanding charges will be turned over to a collection agency for processing and will become part of your permanent credit history.

Lease Early Termination Options

Tenants wishing to terminate a lease prior to the natural expiration of the lease may utilize one of the following options only, which must be strictly adhered to and complied with. Tenant must also complete a Lease Early-Termination form.

I. **Sublease**

- a. Tenants may sublease at any time without any penalty or fees in accordance with Section 5-12-120 of the Residential Landlord and Tenant Ordinance (“RLTO”), subject to the terms stated herein.
- b. Tenant shall bear responsibility for finding a potential sub-lessee. Tenant pays for all reasonable advertising costs, if any, and other expenses incurred in connection with finding such sub-lessee.
- c. Tenant or sub-lessee must remit (i) the appropriate rental application filled out by potential sub-lessee, (ii) payment of the application fee.
- d. If sub-lessee is deemed to be qualified by Landlord, in Landlord’s sole discretion, sub-lessee must sign a sublease agreement approved by Landlord. Sub-lessor remains liable under the terms of the original lease until the expiration of the lease term. Both the sub-lessor and sub-lessee remain bound by the terms of the original lease and the sublease agreement.
- e. Sub-lessee takes possession of the apartment in “as-is” condition and Landlord is not obligated to clean or touch-up the apartment due to the sublease.

II. **Re-Let**

- a. Provided that tenant is not in default and all current and past due rent is paid in full at such time, tenant may Re-Let the premises at any time, subject to the terms stated herein.
- b. Landlord assumes responsibility for finding a replacement tenant. Landlord pays for all advertising costs, if any, incurred in connection with finding such replacement tenant. However, Tenant must pay a \$500 non-refundable administrative fee plus a re-let fee equivalent to one month’s rent. Tenant or replacement tenant must remit (i) the appropriate rental application filled out by potential replacement tenant, (ii) payment of the application fee, (iii) a non-refundable administrative fee of \$500.00, plus a re-let fee equivalent to one month’s rent in order to be released from the current lease.
- c. If the replacement tenant is deemed to be qualified by Landlord, in Landlord’s sole discretion, the replacement tenant must sign a new lease (expiring no earlier than the original lease) at the prevailing market rate, in landlord’s sole discretion.
- d. Upon signing a new lease and receipt of the items set forth herein, the original tenant shall be relieved of all further obligations under the original lease.
- e. Replacement tenant takes possession of the apartment in “as-is” condition and Landlord is not obligated to clean or touch-up the apartment due to the Re-Let.
- f. Any original security deposit shall be returned to the original tenant upon the replacement tenant signing the replacement lease and pursuant to applicable laws.

III. **Buy-out**

- a. Provided that tenant is not in default and all current and past due rent is paid in full at such time, tenant may buy-out of the lease by paying a buy-out fee equal to three months of the current rental rate.

- b. Nothing contained herein shall relieve tenant of the obligation to pay all rent accrued up through the Buy-Out Date. All rent must be paid in full up to the Buy-out date and the buy-out fee is apart and separate than any rent due prior to the buy-out date.
- c. Upon payment of the buy-out fee and vacating the apartment, tenant will be relieved of all further responsibilities under the lease.

Helpful Links & Receipt of Copy

Here are some helpful links to assist you with your move and your time in Chicago.

MOVING/STORAGE COMPANIES

- Move-tastic - www.move-tastic.com
- EZ-Movers - www.e-zmovers.com
- Golan's Moving & Storage - www.golansmoving.com
- U-Haul - www.uhaul.com
- Public Storage - www.publicstorage.com
- CORT Furniture Rental - www.cort.com

CITY SERVICES

- CTA Public Transportation - www.transitchicago.com
- USPS Change-of-Address - moversguide.usps.com
- City of Chicago - www.cityofchicago.org
- Chicago Parking Information - egov.cityofchicago.org
- Chicago Recycling - www.chicagorecycling.org

Move-In / Move-Out Inspection Report - (Condition of Apartment)

Residents: _____

Move In Date: _____ Address: _____

Number of Keys Issued: _____ Manager/Owner: _____

ITEM	CONDITION IN:	CONDITION OUT:
Kitchen:		
Refrigerator		
Stove		
Cabinets		
Sink/Faucet		
Walls/Ceiling		
Floors		
Lights		
Living Room:		
Walls/Ceiling		
Floors		
Lights		
Dining Room:		
Walls/Ceiling		
Floors		
Lights		
Bathroom:		
Walls/Ceiling		
Floors		
Lights		
Bathtub/Shower		
Sink/Faucet		
Toilet		
Towel Racks		
Bedrooms:		
Walls/Ceiling		
Floors		
Lights		
Other:		
Windows/Screens		
Blinds		
Doors & Locks		
Smoke/CO Detectors		

IN: _____
 Tenant(s) Signature Date

 Owner / Property Manager Signature Date

OUT: _____
 Tenant(s) Signature Date

 Owner / Property Manager Signature Date