



University of Illinois Urbana-Champaign

LOCUST III APARTMENTS

TENANT INFORMATION PACKET



APARTMENT EQUIPMENT

Each apartment is equipped with many modern appliances and extras. To make the most of the equipment, the following should be adhered to (if there are maintenance problems because of neglect, the residents of the apartment will be held responsible for damage):

1. Air Conditioners

- A. Each apartment is provided with a wall unit air conditioner.
- B. To cool your apartment as quickly as possible, close the doors to the bedroom and bath areas.
- C. During extremely hot weather, it is suggested that you start your air conditioner in the early morning before it gets too hot to maintain a cool apartment.
- D. Remember these units will cool your apartment, not refrigerate it. When it is 110 degrees outside you will not be able to keep your inside temperature at 70 degrees.
- E. **DO NOT REMOVE AIR FILTERS.** If air filters are removed you will be held liable for any damage or maintenance to the air conditioner.
- F. Please check the operation of the air conditioner prior to start of cooling season, since it often takes 5 to 10 days for service.

2. Circuit Breakers

If anything in your apartment does not work—check the breakers first

3. Window Treatments

- A. **Keep your windows closed** during rain and threatening periods when you are gone. Water will stain the draperies.
- B. **DO NOT REMOVE DRAPES OR BLINDS.**

4. Formica/Countertops

- A. Do not place hot objects directly on the formica.
- B. Do not use the formica as a cutting board.
- C. Avoid cleaning with strong abrasives.

5. Furniture

The legs of the tables and chairs in the apartment are secured from the bottom by screws. All legs should be checked and the screws tightened to reduce the chance of breakage. They should then be tightened periodically.

6. Lights

Bulb replacement is the responsibility of the tenant.

7. Range

- A. The range is electric.
- B. It will make it easier when you move out if you clean it regularly.
- C. When broiling, covering the bottom of the broiler tray with foil before use will reduce excessive grease splatters. This in turn will reduce the cleaning time of the oven.
- D. When broiling, always keep oven door open a few inches.

- E. DO NOT PANIC—It usually takes the oven 1 to 2 minutes to heat to temperature after it is turned on.
8. Refrigerator
- A. Clean your refrigerator monthly to keep it functioning properly-NEVER USE BLEACH.
 - B. Never leave your refrigerator turned off with the door closed for more than 24 hours, or you will find a build up of mold and mildew.
9. Shower
- A. Be sure shower curtains/doors are closed when taking a shower.
 - B. After each shower, rinse all soap off the shower curtains and enclosure. This will help in avoiding a build up of soap film.
 - C. Keep the bathroom floor dry.
10. Smoke Detector
- Each apartment is furnished with a direct wire or battery-operated smoke detector. Check battery periodically.
11. Stairwells
- A. Do not sweep your apartment dirt into stairwells or hallways.
 - B. If you spill or break something, please clean it up.
 - C. Do not leave barbecue grills, garbage, plants, or bikes in the stairwells or hallways. If left there they will be discarded and you will be charged a fee.
 - D. Do not leave trash in the stairwells, you will be charged for disposal.
12. Toilet
- A. Use discretion in what you flush down the toilet.
 - B. Tampons are not flushable.
 - C. A toilet plugged from neglect or misuse will be unstopped at the tenant's expense.
 - D. BUY A PLUNGER.
13. Dishwasher (if applicable)
- A. Use dishwasher soap **only** in the dishwasher.
 - B. Do not place heavy objects on dishwasher door (example: dishes, tools, or people).
 - C. Rinse dishes before washing.
 - D. Please run dishwasher at least every two weeks to keep seals damp.
14. Utilities
- You are responsible for setting up your utilities from the start date of your lease to the end date of your lease. You should have them turned on the day before your lease starts and turned off the day after it ends. If you have your utilities shut off during this time you may receive a bill from management for the usage amount. All utility numbers and web sites can be accessed via our web site at www.tricountymg.com.

APARTMENT UPKEEP

- 1. You are expected to keep your apartment reasonably clean at all times. Dirt and garbage encourage bugs.

2. Repairs and maintenance not authorized by the management will **not** be reimbursed.
3. We will eventually notify you to show your apartment for the next prospective tenant and you are responsible for keeping your apartment in reasonable showing condition.

BICYCLES

Bikes are not allowed to be parked in the hallways or in the stairwells. If parked in one of these locations they will be removed and you will be charged to get the bike back. If your bicycle is impounded, for whatever reason, it will only be retained for 30 days before it is discarded or sold to cover our costs.

MOTORCYCLES

1. Motorcycles are to be parked only in the parking lot.
2. Under no circumstances are they to be stored or repaired in your apartment.
3. Motorcycles are not to be parked or ridden on the grounds or sidewalks of the complex.

DAMAGE DEPOSIT

1. The damage deposit **cannot** be used to pay the last month's rent.
2. Your damage deposit is used to insure that you keep the apartment in good condition.
3. This sum can be used to rectify any damage, abuse, excess cleaning and arrears that may exist.
4. The management prefers to refund the entire deposit, however, some residents have not been realistic in their care of apartments in the past. The damage deposit is refundable only after the last tenant or subtenant moves out of the apartment.
5. The damage deposit will be mailed out within 30 to 45 days of the end of the lease to the address provided by the tenant.
6. If you have any questions about the lease agreement, please contact the office.

INSURANCE

The owners do not carry insurance coverage for any tenant's personal property, and it is suggested that each tenant obtain his own individual rental insurance policy for personal effects of value in case of loss.

KEYS

1. One door key per tenant is provided at time of move-in.
2. One mailbox key is also provided to each apartment when the lease starts.
3. ALL LOST KEYS will be replaced at the resident's expense. In some cases, this may entail re-keying or replacing the lock (minimum charge is \$60 per door lock; \$30 for mailbox lock). Replacement copies are \$10.

LAUNDRY AREA

1. Washers and dryers are located on the ground floor of the 908 building.
2. All equipment is coin operated.
3. Do not prop open the laundry room door.
4. For the convenience of other tenants, please do not leave your clothes in the equipment upon completion and please do your best to keep the area clean.
5. If the machines are not working properly, please contact us at 217-367-2009. The number is also posted in the laundry area.

MOVE OUT PROCEDURES

See last page.

NEIGHBORS

1. Apartment living is considerably different than living in a private home. Please remember that you are living with about 40 other people under the same roof.
2. Please try to take your neighbors into consideration when it comes to noise. Loud stereos, TVs and appliances can be very bothersome to those around you—especially late at night.
3. The best policy to follow is to make as much noise as you would want to hear if you were trying to relax or study next door.
4. If you have consideration for the people around you, they will offer the same.
5. Please attempt to keep noise to a minimum in the stairwell.
6. If you are having a problem with a noisy neighbor, notify management so we can effectively deal with the problem (however, **PLEASE TALK TO THE NEIGHBOR FIRST**—often they do not realize that they are a problem).

PARTIES

Everyone enjoys a party when they are a participant. The following rules, however, are necessary and strictly enforced.

1. You are responsible for **ALL** actions of your guests.
2. Keep the party within the confines of your apartment **WITH THE DOORS CLOSED**. There are no hall or building parties.
3. Keep the noise to a minimum level at all times. You should never disturb your neighbors.
4. Do not allow your guests to park in the parking lot unless it is in your space! It is embarrassing to have a friend's car towed.
5. If you have a party that does not stay contained and results in a mess or disturbance to the building you will be responsible for all fines related to clean up and/or repair.
6. Do not allow debris to be thrown from your balcony area as you will be held responsible for this mess as well.

PETS

PETS ARE ALLOWED ONLY UPON APPROVAL. This includes pets of friends that are visiting. If we find that there is an unapproved pet in your apartment (past or present), you will be immediately charged a pet fee. This is non-refundable. If the pet is not removed within 24 hours, we will take legal measures to void your lease. This will result in a forfeit of you **entire** security deposit. If you do not understand the information relating to pets, please talk to the manager before you violate the lease. You will also clean up after your pet and dispose of you pet's waste. Failure to do so can result in a fine.

RENT COLLECTION

1. Rent is due the 15th of every month. This includes every vacation period. The rent must be **post-marked by the 15th** or a \$20.00 late fee must accompany the late rent. The eviction process will begin when the rent is over 5 days late. Late charges apply to any portion of unpaid rent.
2. Everyone in the apartment has the responsibility to see that the full amount of rent is paid on time.
3. If at all possible, pay all rent, for a given month at the same time.

4. Make all checks payable to: **Locust III Apartments** and mail to **P.O. Box 6644, Champaign, IL 61826-6644** or leave in the rent drop box in the door of the rental office at 908 S. Locust.
5. For your benefit as well as ours, your building number and your apartment number (example: 906-101) must appear on all checks. If the check is written by another party your name should also appear on the check.
6. If for any reason you are in arrears (whether it be rent, late fees, etc.), money received will be applied to the oldest charge due.

REPAIRS AND MAINTENANCE

During the duration of your lease, something in your apartment may require the services of our maintenance crew. If this happens:

1. For repairs of any kind, contact our office at 217-367-2009 prior to 5pm Monday thru Friday or submit a maintenance request via the web site at **WWW.TRICOUNTYMG.COM**. If there is an emergency after hours, please call 217-390-5900 and leave a message if there is no answer. The management personnel on call will return your call as soon as possible.
2. In case of water leakage, notify our office immediately.
3. Our maintenance people have been hired to maintain the complex and its fixtures. They are not hired to do corrective maintenance resulting from your misuse and neglect.
4. There is some maintenance we feel you should be responsible for. Items such as changing light bulbs, unplugging toilets and sinks, resetting blown circuit breakers, unjamming disposals (if applicable), etc., are your responsibility. However, if you are unable to do this or feel the task is too dangerous, we will help to a reasonable degree. But we cannot unplug your toilet once a week, for example.

RETURNED CHECKS

If a check is returned from the bank for any reason, you will be charged \$30.00 for each occurrence.

If there are any questions about your account, please call (217) 367-2009.

SUBLEASING

Subleasing your apartment is your responsibility. The manager must approve all tenants, and receive a copy of the sublease.

1. Find someone who wants to sublet from you.
2. Contact the tenant union for a sublease agreement.
3. Submit a copy of the sublease agreement to the rental office.
4. Leave all apartment related materials (copy of this booklet, copy of lease, etc.) with your sublet.

Remember a sublease is an agreement between you and the new tenant. The lease you currently have is not changed, voided or replaced. Also, you are responsible for transferring the apartment and keys to your sub lessee. NOTE: From past experience we have found that those who advertise immediately after Winter Break have the best chance of obtaining sublets for summer semester and at higher prices.

TOWING POLICIES

1. If a car is parked in your parking space, it is your option to contact the towing service to have the car towed. (Tatman's Towing posted on the building).
2. If the car is gone by the time the towing service arrives, YOU may be responsible for a show up fee. This fee is payable to the tow truck driver. As an attempt to avoid this charge, please contact the towing service as soon as the car is removed so that the call can be canceled.
3. The complex encourages you to have violators towed in order to help deter repeat offenders in the future.
4. Double-parking and parking in front of the dumpster or on the sidewalk is not allowed. These cars will be towed.

GENERAL INFORMATION

1. **Heat must be left on during cold weather**, especially if you leave for winter vacation. You must maintain a minimum temperature of 55 degrees in your apartment at all times. If your water pipes freeze and /or burst due to your negligence, you will be held responsible for all costs to repair the damage. For those with heat included in their rent, the windows must remain closed in the cold months while heating is necessary.
2. Park only in your rented space.
3. You shall not change the lock (or add a lock) on your door or mailbox without management permission.
4. You are not allowed to paint your apartment without management permission.
5. You shall permit the management to enter the apartment during reasonable hours to inspect for damages, make repairs and show to future tenants.
6. No complex property is allowed to be removed from your apartment without permission from management.
7. Vehicles are not to be parked or driven on the complex grounds except in the designated parking area. This includes motorcycles.
8. You shall not do anything that will violate any law or increase the insurance rates on the building.
9. You shall abide by such additional rules deemed necessary by the management in order to have a good apartment complex for all concerned.
10. Do not leave anything in the hallways, even for a short period of time. You will be charged for removal.
11. The complex roof area is off-limits.
12. Only GAS grills will be permitted, no charcoal grills.
13. Lessee is responsible for any private third-party collections fees if necessary.

MOVE OUT INFORMATION

You have a fair amount of money invested in the condition of your apartment at move out time, and we are sure you look forward to receiving your deposit back in full. To help you achieve this goal, this notice has been put together to let you know what the management expects of you upon your departure.

Cleanliness is a major area where charges are made against your deposit. There are unpleasant cleaning chores in life...the oven and oven racks, toilets, tub, and shower walls, kitchen floors, etc... Imagine how much more unpleasant these chores become when they have to be done for someone else. That's how we feel as well. It is no fun to clean someone else's toilets and oven; accordingly, we charge a lot of money to do these chores. We will charge at least \$15 to touch an oven, at least \$15 to touch a tub, and at least \$10 to touch a toilet. In order for you to save yourself some money, follow these tips on what our inspector looks for:

IN THE KITCHEN:

1. Oven racks chrome, not brown or blackened.
2. The roof, sides and floor for the oven cleaned.
3. Under the drip pans cleaned, as well as the drip pans themselves.
4. Refrigerator totally defrosted and cleaned (even under the bins). If you have a frost-free refrigerator make sure to turn off and leave propped open.
5. Floor cleaned and stripped of any excess wax, which may have been applied.
6. Cabinets, sink and countertops washed.

IN THE BATHROOM

1. Medicine cabinet cleaned.
2. Mirrors, counters, and floor cleaned.
3. Vanity basin and cabinet cleaned, (run your fingernail around it to see if any soap scum remains).
4. Toilet cleaned, both bowl and base.
5. Tub and shower walls cleaned / Remove shower curtain.

IN THE BEDROOM AND LIVING ROOM:

1. Closets cleaned of all trash including hangers.
2. Window and doorframes washed.
3. Floor(s) vacuumed.

GENERAL CLEANING

1. Carpets must be professionally cleaned. If you arrange this yourself, the receipt must be turned in upon move-out.
2. Leave your apartment with all light bulbs intact – **DO NOT REMOVE WORKING LIGHT BULBS!!!**
3. Make sure your fire extinguisher is still fully charged – Call us if it is not charged
4. Repair any excessive damage to walls.

NOTES

1. There will be a charge of \$2.50 for each light bulb we need to replace in your apartment after you vacate.
2. Call the utility company and ask them to turn off your utilities the **day after** your lease ends. This is needed so we have power to check your apartment. If we need to clean the unit and there is no power or water there will be a charge for utilities.
3. Return all keys to office at the same time. There will be a charge of \$10.00 per key if not returned on the last day of your lease. If no keys for a given lock are returned you will be charged for the re-keying / replacement of the lock.

4. Leave your forwarding address on an index card with the office so your security deposit can be mailed to you.
5. **Move-out must be complete by 12 NOON** on the last day of your lease. Move-out is not completed until all personal items have been removed from the apartment and all keys have been returned to us. Late move-out will result in a charge if twice your daily rent level per day or any part of a day, the cost of the motel for the new tenant if needed, and any other charges the incoming tenant might incur because of late move in. The minimum charge is \$20.00.
6. After 30 days any material (of apparent value) left after the unit has been vacated, will be discarded. To pick- up property during this 30-day period, you will be charged \$5.00 per day storage fee plus our cost of packing – payable in cash.