

TENANT HANDBOOK

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1. Move In Information

It is very important to read through and understand the following information thoroughly. It may save you time, money, and aggravation in the future.

1. You have 72 hours from when you take possession of the unit to fill out and return your apartment condition report.
2. Please be as specific as possible when filling out the condition report. If you record a stain or burn on your carpet, you must identify exactly where it is located, in addition to the size and number of stains or burns. We inspect every apartment after each move out, and are aware of major damages; however, you still must list previous damages on your condition report so that you are not charged.
3. When decorating your apartment:
 - A) You may use thumb tacks or nails. Do NOT use sticky tape, gum, or anchors (this will cause additional wall repair that you will be charged for). If you live in a building with plaster walls, this can be very expensive to fix. LED strip lighting is also not allowed.
 - B) Do not tape down your cable cords, or any wires, to your carpet (it will leave a residue that will damage the carpet).
 - C) Any mirrors or shelves hung must be removed prior to move out.
 - D) Any wallpaper or borders must be removed before you move out. This includes the adhesive left on the walls.
4. Bikes must be locked up on the designated bike racks only. Do NOT lock your bike to the handrails or the fences of your building. This violates the fire codes and violators will have their lock cut (at your expense), and bikes removed without notice.
5. We do not remove furniture, so if there is something that you do not want, you will have to find a place to store it in your apartment. Do NOT store any of your furniture, or closet doors, on your balconies. You will be charged for any damages.
6. Remember to call and have the utilities set up in your name if you have not done so already.

2. Paying Rent

Rent is due on the 1st day of each month. Please read below for rent payment options and information.

1. Payment Options:

- **Option 1 - Pay at the Bankier Office:**
 - Located at 406 E. Green Street in Champaign. You may pay with check or money order. There is no additional fee for this option.
- **Option 2 - Payments via Tenant Portal by Checking Account:**
 - You can make a **one-time payment** on your account via your checking account. Make sure you have entered your routing and account number correctly. A \$0.95 fee will apply per transaction.
 - You can set up an **automatic payment** via your checking account. You have the option for monthly, weekly, or bi-weekly payments. There will be a \$0.95 charge per transaction.
- **Option 3 - Payments via Tenant Portal by Credit or Debit Card:**
 - There will be a **2.9%** fee for this payment method. It is automatically calculated for all debit and credit card transactions on your tenant portal.
- **Option 4 – Non-Tenant Payments:**
 - If you are a non-tenant and do not have access to the tenant portal you can make payments at the Bankier Office Located at 406 E Green Street in Champaign, IL. You may pay with check or, money order. Keep in mind, we do NOT accept cash payments.

2. If you have leased a parking spot, you can either pay for it monthly with your rent or pay the full price in advance.
3. There is a **5-day grace** period. If the rent is paid after the 5th of the month, a late fee in the amount of **\$35.00** will be added. If the 5th lands on a day that the office is closed, you will need to pay ahead of time or pay online.
4. Any checks not honored at the bank (NSF) will be assessed an additional fee of **\$35.00** which will be billed to your account.
5. If you have any questions regarding your rent balance, reach out to the office Monday – Friday at 217-328-3770 to speak with an accountant or email one of the following:
 - Jennifer Olmedo - jennifero@bankierapartments.com

3. Parking & Bike Storage

Parking

If you are renting a parking spot, it is important you read the following information:

1. You must have a copy of your parking lease in your vehicle at all times or you will not be able to tow anyone from your spot.
2. If you do not have a parking sticker, please come to the Bankier office with your current parking lease so you can get one. Your parking sticker must be displayed on the upper left side of your rear window.
3. Parking maps are located in the office and online. Make sure you are parking in the correct spot and in the correct lot. Some of our lots are adjacent to one another with the same spot numbers. We are not responsible if you get towed for parking in the incorrect spot. You are responsible for getting your car back and for the towing fees. It is your responsibility to park in the correct location.
4. If someone is parked in your spot, it is your responsibility to call Tatman's Towing (217-328-2424) to have them towed; we cannot do it for you because you hold the lease. **Do NOT park in another spot if someone is in yours, because then you will get towed as well.**
5. Parking can be paid with your monthly rent. If you are a non-resident, the entire year of parking is due at the beginning of the lease.
6. Make sure the office has your current vehicle and contact information, including your cell phone number. We must have a way to contact you in case of an emergency.
7. At 519 E. Green St., you must have a garage door opener to enter the parking garage.
8. To sign a parking lease, you can come to the Bankier Apartments office or email one of our office staff members. Before you sign your lease, please go to the lot that you want to park at and pick out a few spots that you like. Once you sign for a parking spot you CAN NOT CHANGE YOUR PARKING SPOT.
9. **Your parking lease does NOT renew. Please make sure that when you sign your renewal lease that you renew your parking lease as well. If not, it will be leased to someone else.**

Bike Storage

All bikes should be locked up on the designated bike racks. Do not lock bikes to hand rails, fences, or any other areas that block doors or hallways; this is a fire hazard. Bikes will be removed without notice if they are blocking walkways.

4. Mailboxes

Please check your mail on a regular basis as accumulated mail can make the mailbox difficult to open. Bankier does not accept packages in our office for residents. All package deliveries must be sent directly to your apartment address. For secure entry buildings, do not prop the front doors open. UPS and FedEx have access to entry door keys in order to deliver packages to residents. Mail carriers will attempt a delivery to your apartment door.

* Amazon has access to some of our buildings, but not all of them. For best practices please have your Amazon packages sent to the hub at the Illini bookstore. *

Mailbox locations

202 E. Green – on the south side of the street level parking garage right by the north exit door for the main lobby.

403 E. Green – Right when you walk in the front door to the left.

406 E. Green – Right when you walk in the Security door to the left.

406 E. Green House – Right when you walk into the right.

408 E. Green St. – On the first floor in the back northeast (center) stairwell.

410 E. Green St. – On the first level of the parking garage on the south wall.

509 E. Green St. – Right inside the front door.

509 ½ E. Green St. – Right inside the front door.

519 E. Green St. – Outside to the right of the main lobby, right in front of the north/west stairway.

621 E. Green St – right when you walk in the front door off green st to the right.

624 S. Fifth St. – Enter the front door they are to the left.

1107 S. Second St. – Down in the parking garage in the middle of the towers. If you are in the North tower with the elevator, it is the door to the right of the elevator area.

5. Maintenance

If you have an emergency that is after office hours, call the office at 217-328-3770 and follow the prompts for an after-hour's operator. They will page out a maintenance person.

Do not email or leave emergency work orders on the answering machine, they will not be received until the next business day.

What is considered an emergency work order?

- No Heat
- Clogged toilet (if you only have one toilet in the apartment)
- Water leaking from ceiling
- Water flooding onto the floor
- Lock out
- Carbon monoxide detector going off

All other maintenance requests may be reported by submitting through your online portal. Please report maintenance issues as soon as possible to ensure work orders are taken care of in a timely manner. If you have a leak in your apartment from the roof, or if there is a plumbing issue, please call the office immediately.

***In the event of a fire, call 911 (Do not call the office)**

Common Maintenance

1. **Do NOT** flush foreign objects as (ex: paper towel, grease, food, or feminine hygiene products) down the toilet.
 - We highly recommend you purchase a toilet plunger to have on hand for emergencies. If the only maintenance we have to do is plunge your toilet you will be charged a \$35.00 fee. If your toilet overflows, shut off the water immediately (shut off is behind the toilet).
 - If we have to pull your toilet for a clog due to foreign objects, there will be a \$50.00 charge.
 - If you cause a backup in your building by putting grease, food, or other foreign objects in the toilet, you will be charged for the sewer service to repair the lines.
3. **Do NOT** use anything but automatic dishwashing soap in the dishwasher. Regular dish soap will cause your dishwasher to suds up and overflow.
4. **Do NOT** place bottle caps, broken glass, large amounts of foods, or any other foreign objects to enter your garbage disposal. Charges will be assessed for repairs if foreign objects are found in the garbage disposal or if you are overloading it. This is not a trash compactor, it is meant for very small amounts of food.
5. You are responsible to change all of your own light bulbs. If you'd like maintenance to come help, there will be a \$10 charge.
6. Make sure you close your shower curtain completely and the plastic liner is pulled into the bathtub. This will prevent water from flooding the floor and leaking into the apartments below. If you do not use a shower curtain, you will be responsible for any water damage caused.
7. **Do NOT** pour water or allow water to flood onto your kitchen or bathroom floors. This will cause flooding in the apartments below.
8. **Do NOT** stack boxes or personal belongings around your furnace or water heater. This is a fire hazard.
9. **Do NOT** allow furniture or personal belonging to press against electric baseboard heaters. This is a fire hazard.

Do **NOT** turn off your heat in the winter. If you leave town over winter break, make sure your heat is set at 62 degrees with your thermostat set to the "On" position.

Fees Charged by Landlord for Maintenance:

- **Plugged toilet** - \$35.00
- **Garbage disposal** – prices may vary.
- **Lockout fee** - \$50.00
- **Damage to furniture** – prices may vary.
- **Leaks** – If you do not report a leak and it causes damage to your apartment you are responsible to pay for all damages done to your unit and any other units you may damage.
- **Damage to the building** – prices may vary
- **Damage to appliances** - Any damage not listed on the original condition report will be deemed damage by the tenant. Prices may vary. If you do not keep your utilities on for the full term of the lease and you allow your refrigerator to rot you will be charged to replace the refrigerator.

6. AC and Heating

Central Heat and Air:

Your apartment might have central heat/air. When turning on the air or heat for the season, make sure the thermostat is set correctly and the unit has a clean filter. We typically change out furnace filters every 90 days with prior notice given.

Air Conditioning:

Set thermostat on COOL, and fan on AUTO. Be sure to allow time for the unit to cool your apartment. Air conditioning should only be used when outside temperatures are above 60F. Operating the a/c when outside temperatures are lower than 60F can cause the air conditioner unit to freeze up and possibly damage the unit. If your a/c unit stops working due to the weather being cooler than 60F, please turn it off immediately to allow the AC to defrost and then call maintenance so they can repair any damages.

Heating:

Set the thermostat to HEAT, and fan to AUTO. Nothing should be placed in the heating closet. Air flow is needed to properly operate the heat and air conditioner.

Non-Central Heat and Air

Wall Unit A/C:

Your apartment might have a window a/c. If your unit is leaking or has “iced up”, please turn it off and turn on the fan for the unit. Place towels under the a/c unit to soak up the water and fill out a maintenance request to have the unit looked at. To prevent this from happening again. Be sure the thermostat is always set about 72 degrees.

Baseboard Heating:

Some apartments are heated by electric baseboard heater. To turn on or adjust the heat, use the dial that is located in the middle of the unit. Do not place furniture, beds or bedding, clothing, etc. next to or on top of the baseboard heaters. This is a significant fire hazard.

7. Garbage Disposals

Garbage Disposal Do's:

- **Keep your garbage disposal clean.**
Pour a little dish soap inside and let the garbage disposal run for a minute or do so with some cold water after washing dishes.
- **Run your garbage disposal regularly.**
Frequent use prevents rust and corrosion, assures that all parts stay moving and prevents obstructions from accumulating.
- **When grinding food waste use a strong flow of cold water.**
Why cold water? It will cause any grease or oils that may get into the unit to solidify, so that they can be chopped up before reaching the trap.

Garbage Disposal Don'ts:

Don't put anything in the garbage disposal that is not biodegradable food. A garbage disposal is not a trash can; it's for food scraps only. Non-food items can damage both blades and the motor. When in doubt, throw it out!

- **Do NOT** grind glass, plastic, metal or even paper.
- **Do NOT** grind anything combustible.
- **Do NOT** grind cigarette butts.
- **Do NOT** grind corncobs.
- **Do NOT** pour any grease, oil or fat into your garbage disposal or drain. Grease will slowly accumulate and impede your garbage disposal's grinding ability as well as clog drains.
- **Do NOT** use hot water when grinding food waste. Hot water will cause grease to liquefy and accumulate, causing drains to clog.
- **Do NOT** grind extremely fibrous material like cornhusks, celery stalks, onionskins, and artichokes. Fibers from these can tangle and jam the garbage disposal motor and block drains.
- **Do NOT** turn off the motor or water until grinding is completed. When grinding is complete, turn off the garbage disposal first. Let water continue to run for at least 15 seconds, flushing out any remaining particles. Then turn off water.
- **Do NOT** grind solid, large pieces of potato, or potato peels down the garbage disposal. The starches in the potatoes will turn into a thick paste and may cause blades to stick.
- **Do NOT** put large amounts of food down the garbage disposal.
- **Do NOT** put expandable foods into your garbage disposal. Foods like pasta and rice expand when you add water in a pot; they do the same thing once inside your pipes or garbage disposal and are the cause of many jams and clogs.
- **Do NOT** grind large animal bones (beef, pork etc.).
- **Do NOT** put coffee grounds down the garbage disposal they can accumulate in drains and pipes, causing clogs.
- **Do NOT** use harsh chemicals such as bleach or drain cleaners. They can damage blades and pipes. Borax is a natural sink cleaner and sanitizer that effectively works on odor-causing mold and mildew that accumulates in garbage disposals.
- **When setting dishes in the sink, make sure you cover the garbage disposal with the black stopper to avoid items from falling into the disposal such as shot glasses, utensils, and other small objects.**

Keeping Your Garbage Disposal Running Problem-Free

Ice is an extremely effective and inexpensive method for cleaning your garbage disposal, as it helps sharpen the blades and break up any grease build-up that has accumulated. Simply toss a few ice cubes into the garbage disposal and run it. As the garbage disposal chops into the ice cubes, the ice chips will effectively scour all the hard-to-reach areas of the unit, and melt down the drain. Try this once or twice a month to keep your garbage disposal in fine working order.

To Remove or Prevent Nasty Garbage Disposal Smells

- Periodically take peelings and pieces from citrus fruits such as lemons or oranges and toss them into the disposal. The oils and juice from the fruits and peels naturally clean the walls inside the garbage disposal and create a fresh, long-lasting scent.
- Freeze vinegar in ice cube trays and run those down the disposal. This will keep your blades sharp while safely killing odor-causing bacteria.
- For stubborn odors, pour baking soda into the drain and let it set for several hours before running the water and garbage disposal.
- For really stubborn odors, use a safe cleaning product like Borax. Just pour 3-4 tablespoons of Borax down the drain and let it sit for an hour. Then turn on the hot water and flush the Borax away.

Tips for Removing Fallen Objects

NEVER insert your unprotected hand into the garbage disposal. If you must use your hand to remove objects and debris from the garbage disposal, always wear safety gloves to protect your hand from the garbage disposal's sharp blades.

There are safer steps in retrieving the fallen objects. First, grab a flashlight and find the exact location of the object. Use a pair of extra-long needle nose pliers to carefully extract the object (available at most hardware stores).

If you are unable to extract the object yourself, call the office for a work order during business hours.

8. Electric Ranges (Flat Top)

If your Unit has a **Kenmore Electric Range Stove** (Flat ceramic stove top)

Caution:

- If heating grease or fat be careful, watch it closely, if it gets too hot it may catch fire!
- **Do NOT USE WATER OR FLOUR ON GREASE FIRES!** (Smother fire with pan lid, or use baking soda or foam type fire extinguisher).
- **Do NOT** place any items on top of the stove or near the heating surface elements. (May cause items to ignite on fire or melt!)
- If something is spilled on top of stove make sure it's wiped off properly before turning on.
- If using the broiler pan **Do NOT** use the pan without the insert, **Do NOT** cover the insert with foil, the insert allows grease to drain. (Warning: using the broiler without the insert will leave grease exposed and could ignite on fire!)

CAUTION: If fire inside of oven occurs

1. Close the door
2. Turn oven OFF
3. If fire continues, use fire extinguisher. **Do NOT put water or flour on the fire**, flour may be explosive.

This is a self-cleaning oven: A Self-Cleaning oven cleans itself with high temperatures that eliminates soils or reduce them into a fine powder ash that will then need to be wiped away. Remove broiler pan before selecting the Self-Cleaning button.

(Self-Cleaning cycles: 2 hours-light soils, 3 hours-average soils, 4 hours- heavy soils)

- **Do NOT** use oven cleaners in or around any part of a Self-Cleaning oven.
- **Do NOT** hand clean gasket or use any cleaning materials on gasket. (Doing so will cause damage)
- **You CAN** hand clean the door and frame (Use soap and water to thoroughly clean the top, sides, and front oven door)
- **Do NOT** immerse oven door with water. Front of door can be cleaned with glass cleaner but **Do NOT** get spray into the door vents.

Cleaning Stove Top:

- **Do NOT** clean the top of stove when it is still **HOT**.
- **It is recommended** to clean stove top with **Cooktop Cleaning Cream**, clean with a soft sponge or cloth (**Do NOT** use a scrubbing brushes or scratch cleaning pad).
- **Do NOT** use harsh cleaners on the stove top such as oven cleaner, ammonia, bleach, or abrasive cleaners.

9. Electric Ranges (Coil Top)

If your unit has an electric coil top stove:

Caution:

- If heating grease or fat be careful, watch it closely, if it gets too hot it may catch fire!
- **Do NOT USE WATER OR FLOUR ON GREASE FIRES!** (Smother fire with pan lid, baking soda, or foam type fire extinguisher).
- **Do NOT** place any items on top of the stove or near the heating surface elements. (May cause items to ignite on fire or melt!)
- If something is spilled down into the burners of the stovetop, wait until its cool and then wipe off the mess, otherwise it will smoke when you turn the burners back on.
- If using the broiler pan **do NOT** use the pan without the insert. Additionally, **do NOT** cover the insert with foil, the insert allows grease to drain. (Warning: using the broiler without the insert will leave grease exposed and could ignite on fire!)

CAUTION: If fire occurs inside oven

1. Close the door
2. Turn oven OFF

If the fire continues, use a fire extinguisher **Do NOT put water or flour on the fire**, flour may combust.

Cleaning Tips Stove Top:

- Use soap and water with a washcloth to wipe down stovetop and coil burners.
- Tougher clean up jobs will require you to remove the coil burner and clean with a washcloth (**Do NOT** submerge the coil burner into water!).
- For food stuck on burner (USE baking soda with water to gently scrub residue off)
- Removable drip pans wipe down or wash in sink if needed.

Note: Don't forget to replace drip pan first before reattaching coil burner.

Cleaning tips for oven:

- If you have a Self-Cleaning Option, set it for 1 to 2 hours. Afterward, wipe out leftover ashes with washcloth, soap, and water.
- If there is no Self-Cleaning Option then you will have to clean out the oven with a washcloth, soap, and water. (You can use a metal spatula to carefully scrape up food then wipe clean. You can also use oven cleaner but **Do NOT** spray directly in the oven. Spray on the cloth then wipe out the oven)

10. Gas Stoves

If your unit has a gas oven & stove

Caution:

- Be careful when heating grease or fat because if it gets too hot it may catch fire!
- **Do NOT USE WATER OR FLOUR ON GREASE FIRES!** (Smother fire with pan lid, baking soda, or foam type fire extinguisher).
- **Do NOT** place any items on top of the stove or near the heating surface elements. (May cause items to ignite on fire or melt!)
- Clean ventilating hood frequently. Do not allow grease to accumulate on the hood or filter.
- When using the broiler pan **Do NOT** use the pan without the insert, **Do NOT** cover the insert with foil, the insert allows grease to drain. (Warning: using the broiler without the insert will leave grease exposed and could ignite on fire!)

WARNING: Use proper flame size for safety, place pan with food on burner before turning it on and do not leave unattended.

CAUTION: If a fire inside of the oven occurs

- Close the door
- Turn oven OFF

If the fire continues, use a fire extinguisher **Do NOT put water or flour on the fire, flour may combust!**

This is a self-cleaning oven. A self-cleaning oven cleans itself with high temperatures that will eliminate soils completely or reduce them into a fine powder ash that will then need to be wiped away. Remove broiler pan before selecting the Self-Cleaning button.

*(Self-Cleaning cycles: 2 hours-light soils, 3 hours-average soils, 4 hours- heavy soils)

- **Do NOT** use oven cleaners in or around any part of a Self-Cleaning oven.
- **Do NOT** hand clean gasket or use any cleaning materials on gasket. (Doing so will cause damage)
- **YOU CAN** hand clean Door and Frame (Use soap and water to thoroughly clean the top, sides, and front oven door)
- **Do NOT** immerse oven door with water or Front of door can be cleaned with glass cleaner but **Do NOT** get spray into the door vents.

Cleaning Stove Top:

- **Clean the stovetop regularly** in order to keep from grease accumulating; pay special attention around burner.
- Cleaning burner grates use a non-abrasive scrubbing pad with mild cleaner or soap/water (Shut off burner and clean immediately if food is spilled on burner grate.) **NOTE: Make sure burner grate is cooled off before cleaning and thoroughly dried before returning it to stove top.**

11. Dishwashers

1. Scrape all food into trash such as bones, seeds, peelings, or any large chunks of food, etc.
2. Pre-rinse dishes removing anything that is stuck on plate such as food residue.
3. Load dishes in dishwasher that are free from excess food particles.

Warning

- If you smell something burning, turn off the dishwasher, pullout the bottom rack, and make sure something has not fallen on or got stuck onto the bottom-heating element.
- Only use soap that is specifically for dishwashers (**Do Not Use Regular Dish Soap**, or it will cause the dishwasher to suds up and flood the kitchen!)

12. Lock Outs

- After hours, there will be a **\$50.00** charge for lockouts. The payment is due at the time of service. If you call for a lockout and need to cancel, you will be charged a \$25.00 maintenance travel time fee.
- If you call the on-call maintenance for a bedroom door, bathroom door, etc. lockout, you will be charged a **\$25.00** fee.
- During office hours, you may stop in the office and check out a loaner key. If the key is not returned within 24 hours, there will be a **\$25.00** charge. After 72 hours, if you still have not returned the key, your locks will be changed and your account will be charged.
- If you have lost your keys you can come to the office and collect a loaner key. You will need to call Access Locksmith **217-590-4124** within 24 hours of checking the loaner key out. If you do not schedule to get the locks changed, we will call and have them changed for you. You are responsible for all fees associated with the lock change. A new fob is **\$30.00**, security door keys are **\$10.00**, and if we have a spare mailbox key it will be **\$7.50**. If we do not have a spare, we will have to re-key your mailbox and that is **\$35.00**.

13. Pest Control

Pest Control is done on the first Tuesday-Wednesday of each month. If the date falls on a holiday, we will notify you about the alternate dates.

If you have an issue between sprays, you can call TLC at 217-352-7672. They will arrange a time to come and spray at no charge to you. The only way you will be charged for the treatment is if you create an environment where you attract bugs (pests) and/or rodents.

14. Subletting

If you plan on subletting your apartment, please read through the following information.

2. All sublet contracts need to be executed through the Bankier Office. The sublease contract is an agreement between the original resident referred to as the sublandlord, and the new resident referred to as the subtenant. Any prospective resident must submit a lease and credit application with Bankier.
3. It is your responsibility to find your own subtenant. You may also add your name to the [sublet list](#) on the Bankier website. We also suggest you place an ad on Craigslist and post flyers. Remember, as the original tenant you are ultimately responsible for the lease obligation should your subtenant fail to pay or damage the apartment. Choose responsible individuals as your subtenant.
4. Any outstanding balance must be paid in full before a sublease agreement can be signed. There is a \$100.00 fee due at the sublet signing.
5. The expiration date of the sublease must occur on or before the Expiration Date of your Lease.
6. Sublandlords should strongly consider whether they will require a subtenant to pay a security deposit to sublandlord. Sublandlord must comply with Laws as it relates to security deposits. Sublandlord is responsible for the return of the security deposit to subtenant, and must determine whether to make deductions from same
7. Sublandlord and subtenant should inspect the apartment together prior to the beginning of the sublease to note the condition of all items in the apartment. Both parties should sign it and keep a copy for themselves.
8. Remember, you should have paid your last month's (August) rent when you moved in. If you did, then your sublessee(s) should pay August rent to you. If you are unsure if you paid July's rent please call the Bankier Office.

Subletting only adds a new person to your apartment; it does not release the original tenant from any financial responsibility. If your subtenant damages the apartment or does not pay rent it will ultimately come back on you. Make sure you are comfortable with the person you are subletting to.

15. General Rules and Regulations

In addition to the terms and provisions contained in this Lease and Tenant Handbook, Tenant shall comply with the following Rules and Regulations, and shall cause its guests to comply with same. Landlord shall not be liable to Tenant if Landlord fails to cause any person to comply with these Rules and Regulations. Tenant (or Tenant's guests') failure to comply with these Rules and Regulations shall be deemed a material breach of this Lease and may result in fines or eviction.

1. **WINDOWS, DOORS & WINDOW COVERINGS** Windows and doors shall not be obstructed, and use of foil or other similar materials over windows is prohibited. If Landlord provides blinds on windows, Tenant shall not remove such blinds. If Tenant installs draperies over the blinds, any damage will be repaired by Tenant or at Tenant's expense. No article, sign, poster, decoration or thing may be hung or placed on the outside of a Unit, or displayed on the inside of Unit so as to be visible from the outside of Unit. Screens, if provided, must remain permanently in place at all times

and should never be removed. Nothing shall be thrown out of the windows. Damage to property, including but not limited to paint, plaster, walls, appliances, doors, cabinets, carpet, floors or furniture, or damage to any part of the Unit caused by leaving windows or doors open during inclement weather will be the responsibility of Tenant.

2. **BALCONIES AND PATIOS.** Balcony and patio areas are to be kept clean and orderly. They are not to be used as storage areas and articles must not be hung over railings. No trash may be kept on balconies or patios at any time. Kegs are prohibited on the Property and within the Unit, they are not to be permitted on balconies or patios. Additional lights are not permitted on the balconies or patios. Only bona fide patio furniture may be kept on balconies or patios. Only 1/3 of balcony space may be covered by patio furniture. Tenant hereby acknowledges that all gas and charcoal barbecue grills, patio torches, fire pits and chimineas are strictly prohibited on balconies and patios. Tenant shall not allow more than 4 persons to be present on any balconies or above-ground patios at one time. It is agreed that Landlord shall have the right to remove barbecue grills and any other of Tenant's personal items or to remove and dispose of rubbish left on any outdoor porch or in the yard at Tenant's sole expense. The Tenant further agrees that they will be responsible for any property damage or bodily injury liabilities and responsibilities arising from any violation of this rule. **Landlord reserves the right to remove and discard any items stored in the balcony or patio area that is not permitted. Balcony fines will be assessed to the entire Unit (i.e., to Tenant and Roommates) unless it can be proven that the belongings in violation are the sole responsibility of one or more of the individuals occupying said Unit.** Throwing objects from balconies, windows, sliding glass window/wall or any other area of the building are strictly prohibited. Tenant understands that in the event that ANY items are thrown from Unit balcony or windows, Tenant will be subject to an immediate \$1,000 fine and potential eviction and shall be subject to criminal prosecution. Items which may fall from the balcony are not allowed on the balcony and therefore any object which falls from a balcony will be treated the same as any that were thrown. Any investigation of alleged incidents will be reported to the University of Illinois or the specific University or College in which the tenant is enrolled. In the event of abuse of the balcony or violation of this rule, Landlord reserves the right to secure the balcony door so that Tenant may not access the balcony.
3. **NO SOLICITATION OR DISTRIBUTION OF MATERIALS.** Tenant may not distribute, post or hang any signs or notices in any portion of the Property, without written approval from Landlord. Solicitation shall not be permitted at the Property, either by Tenant or others.
4. **STAFF COMPLIANCE.** Tenant is required to comply with directives from staff, security personnel, and police and/or fire personnel at all times. Failure to comply with staff, security personnel, police and/or fire personnel will be considered a material breach of the Lease and in addition to any other remedy allowed in this Lease or by law, shall subject Tenant to an immediate fine of up to \$1,000 and/or eviction.
5. **ALCOHOL, DRUGS, STOLEN PROPERTY.** Consumption of alcohol must be in compliance with all federal, state, and local laws. No alcohol containers, which are larger than one gallon, are permitted on the Property. Kegs are prohibited on the Property and within the Unit and on balconies. **Glass containers of any type or any other container containing alcohol are not permitted in common areas of the Property. Open containers of any kind containing liquid are not permitted in the hallways, lobby, or parking garage.** Landlord or its agents may make periodic inspections of Tenant's Unit in order to ascertain any physical problems and also to ensure that Landlord's property (e.g., furniture and appliances) is being cared for properly. If during the course of an inspection, stolen property (i.e., unauthorized property, highway signs, etc). or contraband is found, it will be removed by personnel immediately and Tenant and Roommates may be subject to civil action. It is illegal to use or possess illegal drugs or other controlled substances in both public and private spaces. Anyone using, possessing or selling illegal drugs will be subject to disciplinary and/or criminal action, fines and possible eviction per these Rules and Regulations. No warning notice will be given and fines and/or eviction may be assessed at the

Landlord's sole discretion. Tenant, on behalf of Tenant and Tenant's guests and invitees, agrees to use and occupy the Unit in strict accordance with all applicable laws, regulations and ordinances, including without limitation those of the State of Illinois, the City of Champaign and City of Urbana, as applicable, and The University of Illinois, including the Student Code of Conduct. This shall specifically apply, without limitation, to all laws, regulations and ordinances relating to the possession and consumption of alcohol and drugs. Landlord shall have no duty to protect Tenant from criminal acts of other persons.

6. **FURNITURE & COMMON AREAS IN THE UNIT.** If the Unit is furnished by Landlord, Tenant shall not remove any furniture, equipment or appliances from Unit. Tenant understands all common areas in the Unit are for the shared use by Tenant and Roommates and agrees not to allow an excessive accumulation of personal belonging in these areas.
7. **GUESTS.** Tenant's guests must abide by these Rules and Regulations and the terms and provisions of the Lease. As host, Tenant is held accountable and is responsible for the conduct of Tenant's guests at all times. Landlord reserves the right to exclude guests or others who, in Landlord's sole judgment, have been violating the law, violating the Lease or any rules or policies of the Property, or disturbing other tenants, neighbors, visitors or Landlord's representatives. Landlord may also exclude from any patio/balcony or anywhere on the Property a person who refuses to or cannot identify themselves as Tenant or Tenant's guest.
8. **NOISE.** Tenant, Roommates, and guests shall at all times maintain order in the Unit and at all places on the Property, and shall not make or permit any loud, improper, objectionable, disturbing or boisterous conduct or noise or otherwise disturb the comfort or interrupt the sleep of other tenants. Any general noise disturbances (e.g., noise from music, parties, machinery, etc.), should be reported to Landlord or Landlord's representative immediately. Tenant waives all rights to privacy when noise coming from Unit is so loud that Tenant is unable to hear knocking at the door. Landlord may enter unit to lower or eliminate noise levels. *Tenant will be found in violation of this Lease and will be subject to fines and/or eviction if Landlord receives notice from the Police Department that noise levels were excessive*
9. **AMENITIES.** Tenant recognizes that the common area amenities which may include such items as a fitness center, study lounge, or other similar facilities (hereinafter said re collectively referred to as "Amenities"), have been made available by Landlord to Tenant on an as-is where-is condition and basis. Only Tenant and invited guests accompanied by Tenant may use the Amenities. Amenities may be used by such persons only in strict compliance with posted policies and procedures. From time-to- time, supplemental rules and regulations may be adopted by Landlord with respect to any of the Amenities and will either be posted in appropriate areas or furnished in writing to tenants. Neither Tenant nor Tenant's guests may use the Amenities, parking lots or grounds in such a manner that interferes with the enjoyment of other tenants. No guest shall be permitted to use the Amenities unless Tenant is also present. **Tenant indemnifies Landlord and holds Landlord harmless against all claims for personal injury sustained by Tenant and Tenant's family and/or guests in their use and enjoyment of the Amenities.**
10. **COMMON AREAS.** The driveways, sidewalks, courts, entry passages, stairs and halls and other areas of the Property made available to tenants and occupants of the building in common (collectively, "Common Areas") shall not be obstructed or used for any purpose other than ingress and egress. Bicycles, garbage, garbage bags, and similar items are not allowed in to be stored in Common Areas. Tenant shall not access nor allow any person to access the roof of any building at any time.
11. **TRASH AND TRASH CHUTES.** Tenant must dispose of all trash in the proper bins and chutes in various collection areas on the Property. For example, if the Property is equipped with a trash chute, dumpster, or garbage bins, then Tenant must use the trash chute, dumpster or garbage bin (as applicable) to dispose of all waste. **TENANT SHALL NOT leave trash around the outside of TENANT'S UNIT or on the PROPERTY for ANY LENGTH OF TIME.** LANDLORD will impose a fine of \$100 per bag or item for violation of this policy as well as for any littering by Tenant

or Tenant's guests. Tenant agrees to bag all trash prior to disposing of same. Large items, loose cardboard, combustible, smoldering, and/or or explosive material shall not be placed in any trash chute. Tenant shall be liable for any damages caused by violation of this rule.

12. **NO SMOKING.** Smoking is strictly prohibited in the Common Areas and Amenities of the Property. Further, if you live at 519 E. Green Street, Champaign, Illinois, smoking is prohibited in all areas of such Property.
13. **HAZARDOUS MATERIALS.** Tenant will not store or bring any hazardous materials on the Property or use the Property for any hazardous purposes.
14. **WEAPONS.** Possession of any weapon or ammunition is prohibited. Possession of facsimile weapons are also prohibited.
15. **HARASSMENT.** Harassment involves behavior towards another person that is unwanted. This can include, but is not limited to, unwanted comments, unwanted touching, derogatory language or bullying. Any of these behaviors will lead to disciplinary action.
16. **ROOMMATE DISPUTES.** Landlord and its agents are not responsible for settling any dispute between Tenant and Roommates. Resolutions of such disputes are the responsibly of Tenant and Roommates.
17. **SHORT-TERM RENTALS PROHIBITED.** Only Tenant and Roommates are allowed to occupy the Unit. Tenant shall not rent or make the Unit available to rent on a short-term basis, including, without limitation on Airbnb.
18. **MODIFICATION OF RULES AND REGULATIONS.** Tenant and Tenant's guests will be required to comply with all of the requirements set forth in these Rules and Regulations. Landlord has the right to change these Rules and Regulations from time to time, as Landlord deems necessary. Any changes to these Rules and Regulations will be effective and will become part of the Lease once they have been delivered to Tenant or posted in a public area of the Property used for such purposes.

MOVE OUT AND CLEANING ADDENDUM

Protect Your Security Deposit *Read Carefully*

We would like for you to get your security deposit back when you move out, so please spend a few minutes to read through the following information before you move in. Keep in mind, the most expensive deductions from your security deposit are carpet damage and cleaning. By taking care throughout the year, you can save yourself money at move out time.

1. **DO NOT USE** sticky tape or poster gum (it causes major wall repairs and you will be charged). When hanging items on the wall, you should use nails or thumb tacks. You will need to spackle and sand all holes prior to move out. All shelves and mirrors must be removed prior to move out. If you have shelves or mirrors on your wall when you move in, make sure to note it on your condition report. LED strip lights are absolutely prohibited.
3. **DO NOT** put any type of sticky tape or nails on the bedroom, bathroom, or closet doors.
4. **DO NOT** put duct tape or any other type adhesive on the carpet to hold down cords. The adhesive does not come off of the carpet and may result in damage that requires your carpet to be replaced.
5. **DO NOT** store furniture or closet doors on your balcony. They will become weathered and you will be charged for replacements. We cannot remove unwanted furniture; we simply do not have the storage space. If there is a piece of furniture you do not want, you will have to find a place in the apartment to store it.
6. Broken, stained or burnt furniture will be replaced and you will be charged. We suggest you purchase a mattress pad to protect your mattress. Stained mattress will be replaced and you will be charged.
6. Pets are prohibited in all buildings. You may be charged for carpet and furniture replacement if there is damage, as well as, special cleaning of the apartment and furniture.
7. Upon move out, your carpets will be cleaned and the charges will be assessed as Additional Rent and will be deducted from your security deposit. If the carpet needs to be re-cleaned, requires special treatments, or needs to be replaced, you will be charged accordingly. We recommend you purchase a small throw rug to put inside the front door and inside the balcony door. This will help protect you carpet from heavy soiling from foot traffic. If you spill something, clean it up immediately to avoid set in stains.
9. If you paint your walls a different color, you must return them to the original color before move out or you will be charged to prime and repaint to the original color. Do not get paint on the carpet, furniture or trim or you will be charged to have it removed. Never paint your kitchen and bathroom cabinets.
10. If you install you own lock on the bedroom doors, you will need to switch back to the one we provided before you move out. We suggest you put the lock with all the parts in a large baggy to keep everything together.

Your security deposit will be charged based on the work that we need to do in your apartment. We charge at the following rates:

Cleaning: \$45.00/hr- A Minimum of 2 hours will be charged

Wall Repair: \$45.00/hr

Plumbing & Electrical: \$45.00/hr

Carpentry: \$45.00/hr

Furniture (Removal, disposal, and delivery) : \$45.00/hr.

By spending just a little extra time to get your apartment ready, you can avoid charges and save money.

Move-Out Cleaning Checklist

The two most expensive potential charges against your security deposit are cleaning charges and carpet damages. Regardless of what your apartment looked like when you moved in, it is expected to be clean when you move out. Cleaning issues will NOT be considered normal, under any circumstances. If a cleaning crew must be sent in your apartment, there will be a minimum of 1 hour charge at \$35.00 per hour. Broom clean is not clean. To avoid these charges, spend a little extra time preparing for move-out.

As required by your lease, you will be responsible for the cost of carpet cleaning which will be performed after you move out by a carpet cleaner of the Landlord's choosing. Renting a cleaner or using your personal carpet cleaner is not sufficient.

Please be sure the following are thoroughly cleaned:

General

1. Wipe down light fixtures, ceiling fan blades and sweep ceiling around fan.
2. Replace any burnt out light bulbs throughout your apartment.
3. Sweep and mop all floors. Vacuum all carpets and wipe down baseboards.
4. Clean inside all windows, window sills, and tracks. Wipe down all blinds.
5. Clean all vents.
6. Remove any hooks, mounted mirrors, etc. that you have installed. Properly patch large holes including excessive nail holes.
7. Washer/Dryer
8. If you have painted your wall, you must repaint it back to the original color or you will be charged.

Kitchen

1. Oven should be completely cleaned, including broiler drawers (all residues must be wiped out).
2. Clean stovetop, back panel, dials, front and sides of stove.
3. Drip pans must be cleaned, including area under drip pans (stove top lifts up).
4. Exhaust fan or micro-hood should be free from grease and dirt. If you have a standard microwave it should be cleaned inside and out.
5. Refrigerator should be cleaned inside and out (including shelves and under the crisper drawers). Don't forget the top of the refrigerator.
6. Dishwasher should be wiped out including around the inside of the door.
7. Cabinets and drawers should be completely emptied and wiped down inside and out. Make sure outside of cabinets are free of grease.
8. Clean all countertop surfaces.
9. Clean sink and faucet fixtures.
10. Sweep and mop kitchen floor.

Bathroom(s)

1. Vanity and medicine cabinet should be cleaned, including shelves and mirror.
2. Shower doors, if applicable, should be cleaned so all of the soap scum is removed. Please remove shower curtain.
3. The bathtub, shower walls, and fixture should be cleaned and free of soap scum.

4. Thoroughly clean toilet inside and out, including around the base.
5. Clean soap dish and wipe down towel bars.
6. Wipe down walls and ceiling (should be free of hair and hair spray).
7. Wipe down light fixtures, electrical outlet covers, and light outlet covers.
8. Sweep and mop floor.

Living Room

1. Vacuum sofa, chair and loveseat including under the cushions.
2. Wipe down coffee table, end tables, dining table, and dining table chairs.
3. Wipe off blinds and clean inside windows. Wipe off window sills.
4. Clean light fixtures and covers.
5. Clean walls, ceilings, and corners.
6. Wipe down front door and around the door frame.
7. Wipe down electrical outlet covers and light switch covers.

Bedroom

1. Wipe down baseboards.
2. Clean walls, ceilings, and corners.
3. Clean out closets (including coat hangers) and wipe down shelves.
4. Wipe off desk and dresser. Clean out and wipe out all drawers.
5. Vacuum under beds.
6. Wipe down light fixtures.
7. Wipe off blinds and clean inside of windows
8. If you have taken the wheels off your bed frames, you must put them back on. Missing wheels will result in a replacement bed frame at your cost.

Patios/Balconies

1. Remove all trash, debris, furniture, doors, concrete blocks, etc. from the patio/balcony, and dispose of properly.
2. Any trash that must be removed from your apartment will be charged at \$100.00 per bag.
3. Cleaning is charged directly back to the tenant at \$45.00 per hour.

This list is for reference only and not intended to be all inclusive

Move-Out Procedure

Returning Keys

- All Leases expire at 10:00 a.m. on the Expiration Date.
- All keys, elevator fobs, and garage door openers will need to be returned to the office by 10:00 a.m. on the Expiration Date or you will incur a LOCK CHANGE/CHARGE and the loss of your key deposit (There will be no exceptions.)
- If you are unsure when your lease ends, please refer to the chart at the bottom of this page
- All keys must be divided into individual sets and tagged with your building and apartment number before they are turned in.
- Keys must be turned into the office. Do not leave your keys in your apartment. You will not get credit for keys left in the apartment.

- Failure to return all sets of keys by the lease end date at 10:00 a.m. will result in a LOCK CHANGE/CHARGE and loss of key deposit (There will be no exceptions.)

Security Deposits

Security deposits will be mailed 30 days after the last day of your lease. Unless prior arrangements have been made with the office; **we will issue one check in the names of all the tenants on the lease.** Other choices for security deposits are as follows:

- You must stop by the office to self-address an envelope that the security deposit will be mailed to. If no envelope is filled out, we will send the deposit to address we have on file for you.
- We will do a walk-thru of your apartment after 12:00 p.m. on the Expiration Date.
- **The Security Deposit check will be made payable to Tenant.**
- **Security Deposit Checks** – Once the security deposit check has been mailed out, there will be a **\$10.00 per check fee** if the check needs to be re-issued for any reason. If the original check cannot be sent back to Landlord there will be a **\$35.00 stop payment fee.**

Utilities & Mail

- If any utilities are in your name, you must call such utility companies to have utilities taken out of your name as of the last day of your lease. We cannot do this for you since the account is in your name. If you do not have utilities taken out of your name, you will continue to be charged until you do.
- Do not forget to forward your mail. You will need to go to the post office to do this. Once you have moved out and returned keys, you will not be permitted to check out a mailbox key in order to check your old mail box.