

New Tenant Handbook

400 N LASALLE
APARTMENT 3008



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WELCOME

To achieve a successful tenant/landlord relationship, the owner of 400 N LaSalle #3008 (referred to in this handbook as the “Landlord”) has prepared the New Tenant Handbook to assist you with your tenancy. We recommend that you keep it in a convenient location so that you can refer to it easily. You can also find it online at <http://400nlasalle3008.weebly.com/> under Tenant Services.

You will find maintenance guidelines, rental payments instructions, safety tips, emergency instructions, forms, general information and more.

Your Landlord will provide a home that is clean, sanitary, in good cosmetic shape, and in good working order. Your Landlord will continue to keep the home in good working order and abide by the terms in the lease throughout the length of your tenancy.

The Tenant is responsible for keeping the home in good condition by practicing good housekeeping habits, including to prevent leaks, mold growth, and pests, treating the property with care to avoid preventable damage or maintenance needs, reporting maintenance issues in a timely manner, paying rent when it is due, and abiding by the terms of the lease through the length of your tenancy.

We wish you a successful and enjoyable tenancy in your new residence.

General Office Information

Landlord Name	Catherine (Cay) Clark
Landlord Mailing Address	400 N LaSalle Drive #3105 Chicago, IL 60654
Day Telephone	630-272-6222
After Hours/Door Station	312-645-3400
400 N LaSalle Management Office	312-222-1444
Emergency	911
Email	400NLaSalle3008@gmail.com
Website	www.400NLaSalle3008.weebly.com
Office Hours	Monday - Friday 8:00am - 5:00pm Saturday Closed Sunday Closed Holidays Closed

Website

The 400 N LaSalle #3008 website, www.400NLaSalle3008.weebly.com, contains important information for tenants. Visit it regularly to use the Tenant Services section. There, you can send emails directly to your Landlord under the “Contact Your Landlord” link.

Tenant Communication

Communication makes a difference in any area of life, and it can only enhance your tenancy by letting your Landlord know what you need.

Use the telephone, email, the website, or written correspondence to contact your Landlord. What is important is that you DO contact us when you need assistance.

Voicemail

If, during the day you reach the voicemail system, leave a message, complete with your name, reason for your call, and the telephone numbers where you can be reached, both day and evening. Your Landlord will return your call.

Email

Email is a great way to communicate. Contact your Landlord at 400NLaSalle3008@gmail.com.

Maintenance requests

Please remember that all Work Orders must be in writing and submitted to your Landlord, unless it is an emergency. You can access a work order online at www.400NLaSalle3008.weebly.com or in this tenant handbook. You can also email your Landlord directly at 400NLaSalle3008@gmail.com.

Emergency Maintenance

An emergency maintenance problem is something that if not taken care of IMMEDIATELY will cause significant damage. Emergencies usually involve FIRE, FLOOD, or SEWER BACKUP. If it involves fire, call 911. If you have an emergency, call the 400 N LaSalle Front Desk at 312-645-3400.

Change of information

It is important that you notify your Landlord of any changes in your telephone, cell number, email, or emergency contact person.

Move In Checklist

Utility/Cable Companies

It is your responsibility prior to taking occupancy to contact the utility companies, and transfer the existing services into your name.

ELECTRIC	ComEd (800) 334-7661 https://secure.comed.com/MyAccount/MyService/pages/StartService.aspx Reference meter number 271665646.
CABLE TV	USA Wireless (847) 831-4561 Email: service@usawireless.tv
INTERNET	Everywhere Wireless (312) 361-0052 Email: support@everywherewireless.com https://ewfiber.com/400-n-lasalle-st-chicago-il-60654/

Renters Insurance

As a tenant, you are required to carry \$300,000 of liability insurance with your Landlord named as an additional insured or interested party. Proof of this liability insurance must be provided prior to move in.

400 N LaSalle Building Requirements

- \$500 Move In/Move Out Fee (both collected upfront)
- \$500 Damage Deposit (Refundable w/no damage)
- \$25 Annual Bike Registration Fee (if applicable)
- \$150 Annual Pet Agreement Fee (if applicable)
- Waiver for Acceptance of Flat Parcel
- Liability Waiver for Fitness Center
- Emergency Information Form
- Renters Insurance

Visit the Tenant Services section of the 400NLaSalle3008 website for this information.

Lease

A lease must be executed and signed by all parties prior to move in.

Payments

- \$500 non-refundable Move-In Fee (in lieu of a security deposit)
- 1st Months' rent

Moving Notification Checklist

ESSENTIALS

- Post Office: Set up Forwarding Address
- Employer: Paychecks, Tax Forms, etc.

FINANCES

- Bank/Credit Union
- Loan Issuers
- Credit Cards
- Student Loans
- Financial Aid
- Investments

INSURANCE

- Health Insurance
- Dental Insurance
- Life Insurance
- Car Insurance
- Renter's Insurance

UTILITIES AND HOME SERVICES

- Gas
- Water
- Power
- Internet/Cable
- Garbage
- Cell Phone Service
- Lawn Care
- Cleaning Service

ONLINE SERVICES

- Shopping (Amazon, etc)
- Streaming Services

- Mapping Services (Google Maps, etc)

PEOPLE

- Doctor
- Dentist
- Children's Physician
- Veterinarian
- Lawyer
- Babysitter

MEMBERSHIP AND SUBSCRIPTIONS

- Retail Clubs (Costco, Sam's, etc)
- Churches
- Scouts/Youth Organizations
- Parent Teacher Associations
- Magazines
- Subscription Boxes

GOVERNMENT AGENCIES

- Department/Registry of Motor Vehicles
- Internal Revenue Service
- Voter Registration
- Social Security
- Citizenship and Immigration Services
- Department of Veteran Affairs

MISCELLANEOUS

- _____
- _____
- _____
- _____
- _____

Move In Rules and Property Regulations

We hope you will remain a happy tenant for a many years, however some day you will eventually move out of the property. It is important that during your residency, you care for your rental history and credit. Most likely, you will either rent again or purchase a home. In either case, you will need good rental references and a good credit report. Avoid late rent payments, care for the property, and move out properly. Give us the pleasure of being able to provide a good reference for you when you vacate the property.

Your lease outlines our policies in detail, so please be sure to become familiar with them to avoid a phone call or worse, termination of your tenancy. Please always remember a rental/lease agreement is a binding agreement. If you have any questions regarding your lease, please call your Landlord.

Prior to Move In

All responsible parties for your lease must sign prior to move in. Please have the electric, cable, and internet services transferred in your name before your move in date. All fees and first month's rent must be paid in full prior to occupancy.

Pets

Pets are not allowed without written approval from the landlord and are subject to additional fees. If you intend to hide a pet within your unit, please reconsider to avoid causing your own eviction.

Property Condition Analysis

Upon move in Tenant will be provided a Move In Condition report completed by the Landlord. Tenant is required to review and sign the report. Photographs and/or videos will be taken and kept on file with your Landlord.

Appliances

Refrigerator, dishwasher, stove, washer/dryer, and garbage disposal are included in your rental property. Tenant must notify Landlord if these items are no longer working. You are not allowed to remove these items from the property.

Renters insurance

Your Landlord carries a standard building property protection & liability policy, but cannot cover the contents or possessions of the resident(s). The reason that insurance companies do not provide this type of coverage is because they are "non-owner" occupied properties. Therefore, it is very important for you to have adequate insurance coverage for your contents. To avoid a loss, acquire renter's insurance now. The Tenant is also required to carry \$300,000 of liability insurance with the Landlord named as an additional insured/interested party. Proof of this liability insurance must be provided to your Landlord and the 400 N. LaSalle Management Office prior to move in.

Lockout

If you are locked out of your home for any reason, you are responsible for all costs necessary to gain entry. The Building charges a \$50 fee for lockouts.

Smoking

One of the reasons you were chosen as a tenant is because you do not smoke. We do NOT allow smoking inside the property or on the balcony at any time. Smoke permeates and damages ceilings,

carpets, walls, and floor coverings. You will be held liable for any smoke-related damage within the rental.

Window Coverings

Bed sheets or other similar objects may not be used as curtains or window coverings. Broken blinds must be replaced immediately. If we notice your blinds are broken, we will hire a contractor to install new ones at your expense.

Balconies

Balconies must remain clear of debris, garbage, bicycles, toys, furniture, tarps, and other clutter. Do not use your balcony as storage or to dry clothes. Balconies are meant for your enjoyment. Lawn furniture, and small plants are the only acceptable items.

Guests

Please limit your guests to 1-4 per day.

Noise Levels

Out of respect for your neighbors, please keep all noise to a minimum. Your neighbors are entitled to the quiet enjoyment of their home at all times.

Parties

Loud parties are not allowed.

Occupancy

Occupancy is limited to only the people we listed on the lease agreement. If you decide to get a roommate after you move in or you have a guest staying for more than 14 consecutive days, you must notify us, and they must fill out an application and go through our approval process. All occupants must meet our screening standards. Keep in mind that the occupancy limit for the property you rent is 2.

HOA

Tenant must abide by the 400 N LaSalle Homeowner's Association rules and regulations. These documents can be found at www.400NLaSalle3008.weebly.com under Tenant Services.

Payments and Fees

Rental Payments

Rent is due on the 1st of each month. If you know that you will have a delay or problem paying by the due date, contact your Landlord immediately to avoid a late fee and possible eviction. Lack of communication can affect your payment record.

Rent is due on the 1st of each month, and it is solely your responsibility to be sure your rent gets to your Landlord in time. You will need to plan ahead to be sure you pay your rent on time. We understand that sometimes you may need a little more time; therefore, we give an additional 5 days' grace period each month for instances when you cannot pay by the 1st.

If you do not pay your rent by the 5th of the month, this is what to expect:

- On the 6th, \$94 will be added to your total due.
- On the 6th, you will be given an Eviction Notice, at which time you have 3 days to pay your rent and late fees in full, or you will have to move.
- By the 10th, if we have still not received your rent payment and late fees, you will be evicted.
- Eviction will be filed on you immediately on the 10th.
- Any monies received after 10th of the month must be in certified funds.
- When you are evicted, it goes on your permanent record, and it will be extremely difficult to find another home to rent.
- When you are evicted, you are billed for our attorney's costs.
- When you are evicted, you create a substantial monetary judgment against you, which if remains unpaid is sent to a collection agency and affects your credit and credibility.

Past Balances

Past balances are considered rent due. For example, if you owe a balance in addition to rent, on the 1st the full amount is due, with the payment being applied first to the previous balance. To further break this down, if on June 15th you were billed \$41.50 for a maintenance repair you were responsible for, and on July 1st you only paid your regular rent payment, your rent payment would be considered \$41.50 short.

Rental Payment Options

Your Landlord receives rental payments by:

- Chase Quickpay/ClearXChange to 400NLaSalle3008@gmail.com
- PayPal (Debit, Credit, Bank Account) to 400NLaSalle3008@gmail.com
- Personal checks via US Mail

Your Landlord does not accept rental payments in:

- Cash
- Post-dated checks

Additional Fees/charges

- Non-Sufficient Funds fee - \$25 for your banks rejection of a payment. Tenant is required to pay with certified funds if 2 checks are returned NSF.
- Showing fee – Refusal to allow the property to be shown after you have given 30 day written notice to vacate can result in a charge of \$50 per denial.

Care of the Property & Maintenance

Getting to Know Your Residence

When you move into a property, it is helpful to know where important items are located. Take the time to know or locate the:

- Main circuit breaker in the event power goes out
- GFI plug(s) – so you can check them if your plugs or appliances in the bathroom, kitchen, or balcony fail to work.
- Water shutoff valves below the sinks, behind toilets, and behind the washing machine in case of water leaks.

If you are uncertain about any of the above items, contact your Landlord for help.

Maintenance

Please contact your Landlord promptly with any maintenance requests. Your home has been thoroughly cleaned and inspected for any maintenance issues prior to your taking occupancy. However, we do not live in the home and therefore will not be aware when you have a future maintenance concern **unless you tell us. It is 100% your responsibility to report maintenance issues.**

Here is a list of items we want to know about immediately:

1. Mold (within 48 hours)
2. Drippy faucets, drippy pipes, or “running” toilets (within 48 hours)
3. Moisture where there should be none (walls, ceiling, under the sink, etc.)

Tenant Repair Responsibilities

Mold (from living conditions): It is your responsibility to prevent mold and mildew and to clean it up at the first sign to avoid costly liability. If you do not kill mold and mildew immediately, it will continue to spread, leading to damage, damage that could have been prevented, therefore making you liable for the repair. Keep your home clean and dry, with adequate ventilation and air movement. This means making sure all rooms receive heat and airflow on a consistent basis. Immediately clean up any sign of mold or mildew growth to prevent damage to the property. This includes behind furniture, in windows, in corners of walls, etc.

(Some) Leaks: It is your responsibility to report all drippy faucets and pipe leaks within 48 hours. Non-reported leaks lead to damage that could have been prevented, therefore making you liable for the cost to repair the damage. You are responsible for leaks caused by misuse or neglect (such as knocking drain lines loose). Report **all** leaks immediately, as they can become a very big problem very quickly.

Faucets/knobs: Faucets and knobs can break easily if not handled properly.

Broken windows, blinds, doors, glass, locks, or any other damage caused directly/indirectly by you or your guests.

Light bulbs: These are your responsibility to replace.

Clogged toilets, bathtubs, sinks, and other drains are your responsibility.

Tenant Maintenance Responsibilities

The following are some suggestions that you may want to take prior to contacting the Landlord for any repairs or maintenance.

Electrical

- Lights – check to be sure it is plugged into an outlet. Check light bulbs.
- Check the circuit breaker located in the bedroom closet to see if it is in the ON position.

Appliances

- Check to be sure appliance is plugged into outlet.
- Check to be sure circuit breaker is in the ON position.
- Check garbage disposal re-set button located at the bottom of the disposal. Be sure button is pushed in. If disposal hums, the disposal is jammed. Turn switch to off position before attempting to clear the jam.
- If electric range oven does not work, be sure oven control knob is turned to the correct position.

Air-Conditioning and Heating

- Check to be sure A/C unit is set to A/C mode.
- Check to be sure heating unit is set to Heat mode.

Dishwasher

- Be sure dishes are evenly placed in the dishwasher.
- Be sure you have rinsed all particles of food from the dishes.
- When dishwasher overflows or does not start, the float is being obstructed, or is not in place. The float is usually located in the lower right corner of the dishwasher. Remove float, check for debris. Float should easily slide back into place.
- Use recommended amount and type of dishwashing detergent.
- Be sure that knobs on control panel are in proper position.

Plumbing

- For a stopped-up lavatory, bathtub and shower drains use commercial drain opener according to directions. In toilets DO NOT use toilet tablets, flushable wipes, or flush feminine products.
- For a stopped-up toilet use a plunger.

Emergency Situations

Water line break inside the property.

Cut-off locations:

- Under kitchen sink
- Under bathroom sink
- Under tank behind the toilet

Procedures for Requesting Maintenance

1. Before contacting your Landlord determine if there is a true emergency or a non-emergency.
2. Check to see if you can determine the cause of the problem that you are experiencing, unless you have an emergency.
3. Repair requests will be handled in a timely manner. Except for an emergency, repairs will be scheduled with the building from 8:00am to 5:00pm Monday through Friday. Building maintenance staff will require a “permission to enter” to gain access to the property. If the maintenance staff determines that the repair was necessary because of abuse or neglect by Tenants, Tenants shall be responsible for paying the entire repair bill. Tenants shall be responsible for paying the service charge if it is found that no repair was necessary (i.e. switches or breakers off, improper operation, etc.)

Emergencies

There are few emergencies. An emergency is a life-threatening situation such as a fire, floor and/or uncontrollable water, electrical problem, etc.

- For emergencies causing immediate danger such as fire, call 911.
- For emergencies involving immediate electrical danger, call the Door Station or 911.
- For emergencies such as backed up plumbing or flooding call the Door Station or if necessary call 911.

Non-Emergencies

- Email a work order request to your Landlord.
- Work orders can be requested and emailed on the 400NLaSalle3008 website.
- Building maintenance will make an appointment with the tenant or leave a “permission to enter” slip with the Door Station.
- Remember, this is a non-emergency item and in most cases the building maintenance will not be able to make an appointment immediately.
- If you do not hear from the building maintenance within 1-2- business days, inform your Landlord.
- If you still have trouble after a repair has taken place, inform your Landlord.
- If you fail to report an unsolved recent repair, and there is further damage or expense, you may be responsible for the cost.

Tenant Renovations/Alterations

It is your Landlord’s policy that tenants do not do repairs or alterations. If you do want to make a special request for a renovation or repair to the property:

- Submit your request in writing to your Landlord before making any changes.
- Do not proceed with any work until you are notified by your Landlord.
- If the request is approved by your Landlord, tenants must do one of the following prior to vacating the property at the end of your lease:
 - Leave the alterations if this is part of the Landlord’s condition to accept the alteration/repair.
 - Return the property to its original state if this is part of the Landlord’s condition to accept alteration/repair and pay for any necessary repairs to restore the alteration/repair to its original state.

Notice to Vacate

When you decide to move, remember to first take a look at the terms in your rental agreement or lease for how to proceed. You must give a minimum of 30 days' written notice before the expiration of your lease.

Before giving notice:

Check your rental agreement/lease to see when your lease expires. A lease is a binding agreement for a set period and you may still be bound to the lease.

If you need to move and you are still committed to a lease period, contact your Landlord to discuss your options.

Notices must be in writing or emailed. The day your Landlord received the notice is the date the notice begins. For example, do not fill out a notice with the current date and mail it five days later, thinking the date you mailed is the notice date.

After you submit your Notice to Vacate, your Landlord will send you move out instructions. This will instruct you on what to do during the notice period.

Refusal to allow the property to be shown after you have given 30 day written notice to vacate can result in a charge of \$50 per denial.

It is the responsibility of the resident to deliver all keys to your Landlord on or before the final move out date. Failure to deliver keys could incur additional charges. You will not be considered moved out until ALL items are received by your Landlord. Any delay in returning keys will result in a re-keying charge.

Remember to supply a forwarding address and telephone number.

Your Landlord will do a walk-through property conditional analysis after all tenants have vacated the property.

Preparing the Property for Move Out

You were selected as tenants for this property because you met the Landlord's high qualification standards. As such you were not required to submit a security deposit. Because of this your Landlord requires that you leave the property in the same condition as your Move In, less normal wear and tear.

When you are ready to move, if you have questions on how to prepare your residence, please call your Landlord and discuss your concerns with them. We want your move to be a pleasant and successful one. The following are the steps to take for your move. At Move-Out, Tenant must clean the property to the required standards.

Cleaning

- The property should be cleaned throughout the interior and balcony.
- This includes floors, windows, window sills and door casings, mini-blinds, wiping out drawers and shelves, all appliances, sinks, toilet, bath tub, shower, vanity, light fixtures, removal of cobwebs, etc.
- Stained carpet should be professionally cleaned.

- Tenant caused dirt is NOT normal “wear and tear”.

Replacements

- Replace all burned out light bulbs.
- Replace any missing keys.

Pest control

- If a property is found with ants, spiders, cobwebs, etc., you can incur pest control charges.

Trash

- Remove all trash from the property.
- For larger items contact the 400 N LaSalle Management Office to schedule removal.

Painting

- We request that you do not spackle, putty, or touch up paint unless sure the paint will match.
- Charges can occur if unnecessary painting is required due to tenant painting.
- Charges for painting depend on whether it exceeds normal wear and tear.

Frequently Asked Questions

Your Landlord has put together a list of the most frequently asked tenant questions that may answer many of your concerns in advance.

Why did I receive a notice when I paid the rent on the 1st of the month?

As outlined in this Handbook before, the rent is due on the 1st and late if not received by the 2nd of the month. Once the 2nd of the month passes, we begin preparing Notices to Pay or Quit. Obviously, we served the notice before we received payment. Your Landlord serves Notices based on state landlord/tenant law requirements.

I did not have a pet when I moved in, can I have a pet now?

Notify your Landlord of your request for a pet. Do not move a pet into the property without permission. If your Landlord approves of the pet, an increased monthly rent will be required and a pet agreement signed.

My roommate wants to move, but I want to stay. What do I do now?

Your roommate needs to submit a notice to vacate. Your Landlord will need documentation from you to show that you can support the property by yourself.

I want to add a roommate, now what do I do?

The maximum amount of tenants allowed in this property is 2. The prospective roommate will have to submit an application and your Landlord must approve the person PRIOR to them moving into the property. You can obtain applications from your Landlord. If your Landlord denies the applicant, they cannot move into the property. If approved, you and the approved applicant must sign a new rental/lease agreement.

Why do we perform a property condition analysis?

Your Landlord is showing responsibility toward the maintenance of the property, the condition, and their investment. It is also their right to see the property, but they respect that it is your residence. It is also nothing to fear. This is why your Landlord contacted you first to set a date and time.

Conclusion

We hope that you have found the 400NLaSalle3008 Handbook useful and informative. It is our goal to prepare you for a successful tenancy and a pleasant move out when this occurs. If you have any questions on the enclosed information, please contact your Landlord.

Thank you for your tenancy and congratulations on your new home!

Signatures

TENANT DATE

TENANT DATE

Work Order/Maintenance Request



400 N LaSalle Drive
Apartment 3008
Chicago IL 60654
Phone: 630-272-6222

Date: _____ Time: _____
Tenant Name: _____
Address: _____
Phone Number: _____
Email: _____

Description of Maintenance Requested

Office Use Only
Maintenance Request Notes
Received _____ Time _____

Date of Completion _____
Follow-up with Tenant: _____ Date: _____
Notes from Follow-up:

Resident Move-Out Instructions

400 N LASALLE APARTMENT 3008

Your rental property was professionally cleaned and all appliances, light fixtures and mini blinds were in working order for your move-in. Your goal is to leave the property in the same condition as your move-in, less normal wear and tear. The following information is provided as a guide to assist you in returning the property to its move-in condition.

1. GENERAL:

- _____ Clean walls, doors, and baseboards. Remove hand marks, smudges, and dirt; remove cobwebs, crayon marks, scuff marks, grease, food particles and other substances from walls and doors. Replace missing or broken doorstops.
- _____ Remove dust and cobwebs from ceilings and all air vents.
- _____ Clean all light fixtures, top and bottom, and exposed bulbs.
- _____ Clean all electrical outlets, switch plates covers, thermostat covers. Remove any child safety outlet plugs.
- _____ Remove nails used for picture hanging. Do not attempt to patch any nail holes. If you choose to spackle, touch up paint or putty the walls, please be advised that it could result in a charge due to the colors not matching or blending with walls. A reasonable number of small nail holes are acceptable.
- _____ Clean all windows, windowsills, and tracks from the inside. Clean all doors including the patio door, and clean window blinds.
- _____ Make needed repairs to screens and screen doors.
- _____ Completely clean out closets.
- _____ Replace burned out light bulbs with correct size and wattage.
- _____ Professionally clean carpets of dirt and stains.
- _____ Clean all other floor surfaces of dirt, stains and marks.
- _____ Remove all trash from the home.

2. BATHROOM

- _____ Clean vanity top and basin, remove lime deposits, mildew and soap scum.
- _____ Clean mirror and medicine cabinet.
- _____ Clean bathtub, shower and surrounding area. Remove any soap scum, dirt and lime stains and mildew.
- _____ Remove stains, mildew and lime deposits from inside toilet bowl. Wash down outside of toilet bowls, tanks and toilet seat lids.
- _____ Clean towel bars and toilet paper holders of any dirt, dust or hair spray build-up.
- _____ Clean all fixtures of soap scum, mildew and lime deposits.
- _____ Clean all sink/tub stoppers and strainers.
- _____ Wipe down cabinets inside and out.

3. KITCHEN:

- _____ Clean counter tops, sinks, fixtures, faucets and floor, including backsplash and edges.
- _____ Clean cabinets and drawers inside and out. Remove any child safety cabinet and drawer

latches.

- _____ Clean inside and outside of dishwasher, including trim and remove any lime build-up.
 - _____ Clean stove top and oven (top, sides and front), including – broiler pan, elements, stove knobs, and hinges.
 - _____ Refrigerator should be completely emptied, cleaned inside, outside and top. Be sure to move refrigerator and clean the floor underneath and replace refrigerator in its spot. Do not unplug refrigerator, it should be left “on” at the lowest setting. Empty ice cube container and set icemaker to off position. If you move refrigerator, take extra care that the water supply line to the icemaker is shut off and is not dripping. Serious damage could occur to flooring.
4. Be sure all windows and doors are locked at the time of move-out.

Move-In/Out Condition Report



This Move-in/Move-Out Condition Report is part of the Lease Agreement dated ____/____/____ between _____(Tenant) and _____(Landlord) for the property located at 400 N LaSalle Dr. #3008 Chicago IL.

The Landlord and Tenant have each inspected the property listed above. Tenant understands that this Condition Report is a part of their Lease Agreement and will used to document the condition of the dwelling upon gaining occupancy and upon vacating.

	Arrival Condition	Departure Condition
Living Room		
Floor		
Walls and Ceiling		
Window(s)/Hardware		
Window Covering(s)		
Lighting Fixture(s)		
Door/Hardware		
Heating & A/C		
Outlets/Switches		
Sprinkler Head(s)		
Other		

	Arrival Condition	Departure Condition
Kitchen		
Floors		
Walls and Ceiling/Caulking		
Lighting Fixture(s)		
Outlets/Switches		
Sprinkler Head(s)		
Cabinets/Hardware		
Refrigerator & Icemaker		
Stove/Oven		
Vent		
Microwave		

Dishwasher		
Sink/Fixtures/Plumbing		
Counter		
Garbage Disposal		
Other		

Arrival Condition

Departure Condition

Laundry		
Washer/Dryer		
Dryer Vent		
Outlet/Switches		
Light Fixture		
Other		

Arrival Condition

Departure Condition

Bathroom		
Floors		
Walls and Ceiling/Caulking		
Lighting Fixture(s)		
Door/Hardware		
Outlets/Switches		
Cabinet/Hardware		
Counter Surfaces		
Sink/Fixtures/Plumbing		
Bathtub/Shower/Fixtures		
Toilet		
Vent		
Sprinkler Head(s)		
Towel bar(s)		
Other		

Arrival Condition

Departure Condition

Bedroom		
Floor and Floor Covering		
Walls and Ceiling		
Window(s)		
Window Covering(s)		
Lighting Fixture(s)		
Door(s)/Hardware		
Heating & A/C		

Outlets/Switches		
Sprinkler Head(s)		
Closet		
Electric Panel		
Other		

Arrival Condition

Departure Condition

Entry and Hallway		
Walls and Ceiling		
Light Fixture(s)		
Outlets/Switches		
Sprinkler Head(s)		
Closet		
Other		

Arrival Condition

Departure Condition

Other		
Balcony		
# of Keys Received:	Door ___ Mailbox ___ Storage ___	Door ___ Mailbox ___ Storage ___
# of Key-fobs Received:	Fob ___	Fob ___
Other		

Comments:

Move-in Inspection

Move-Out Inspection

Landlord_____Landlord_____

Tenant_____Tenant_____

Tenant_____Tenant_____

Date_____Date_____

How to Clean/Maintain Your New Appliances



Your rental property has **brand new** kitchen appliances. Help maintain them by following the recommended cleaning instructions.

Refrigerator

When cleaning, **DO NOT**:

- Do not use **chloride** or cleaners with **bleach** to clean stainless steel.
- Do not wash any removable parts **in a dishwasher**.
- Do not use **abrasive** cleaners such as window sprays, scouring cleansers, brushes, concentrated detergents, bleaches or cleansers containing petroleum products.
- Do not use **paper towels**, metallic scouring pads, or other abrasive cleaning materials or strong alkaline solutions.

When cleaning, **DO**:

- Wipe up any spills immediately.
- Clean the freezer and fresh food compartments at least twice a year.
- Use soap and water and a **soft** non-abrasive cloth.
- Always clean, wipe and dry stainless steel surfaces **with** the grain to prevent scratching.

<u>Part</u>	<u>What to Use</u>
Interior	Soap and water
Door Gaskets	Soap and water
Drawers & Bins	Soap and water
Glass Shelves	Soap and water
Exterior & Handles	Clean with non-abrasive soapy water and a soft cloth. Rinse with clean water. Buff dry with a soft cloth.
Toe Grille	Vacuum dust from front of toe grille. Remove toe grille and vacuum backside. Wipe with sudsy cloth or sponge. Rinse and dry.

Dishwasher

When cleaning, **DO NOT**:

- Do not use **chloride** or cleaners with **bleach** to clean stainless steel.
- Do not use **abrasive** cleaners such as window sprays, scouring cleansers, brushes, concentrated detergents, bleaches or cleansers containing petroleum products.
- Do not use **paper towels**, metallic scouring pads, or other abrasive cleaning materials or strong alkaline solutions.

When cleaning, **DO**:

- Wipe up any exterior spills immediately.
- Use soap and water and a **soft** non-abrasive cloth.
- Always clean, wipe and dry stainless steel surfaces **with** the grain to prevent scratching.

<u>Part</u>	<u>What to Use</u>
Interior	Soap and water
Tub Gasket	Damp cloth
Glass Trap	Empty as needed. See instruction manual for correct instructions.
Overfill Protector	Household cleaner containing vinegar or bleach.
Exterior & Handle	Clean with non-abrasive soapy water and a soft cloth. Rinse with clean water. Buff dry with a soft cloth.

Oven & Cooktop

When cleaning, **DO NOT**:

- Do not **slide** anything metal or glass across the ceramic cooktop.
- Do not use your ceramic cooktop as a **cutting** board or work surface in the kitchen.
- Do not **drop** heavy or hard objects on the ceramic cooktop, they may cause it to crack.
- Do not use **abrasive** cleaners and **scouring** pads, such as metal and some nylon pads to clean the ceramic cooktop. They may scratch the cooktop.
- Do not use **harsh** cleaners, such as bleach, ammonia or oven cleaners on the ceramic cooktop, as they may etch or discolor the cooktop.
- Do not use **dirty** sponges/cloths/paper towels on the ceramic cooktop, as they can leave soil or lint which can burn and cause discoloration.
- Do not use **aluminum** foil, **aluminum** utensils, or **aluminum** pans on a hot cooktop. These can permanently damage the cooktop surface.
- Do not use **chloride** or cleaners with **bleach** to clean stainless steel.

- Do not use **paper towels**, metallic scouring pads, or other abrasive cleaning materials or strong alkaline solutions to clean stainless steel.

When cleaning, **DO**:

- Use a **cooktop cleaning creme** on your ceramic surface cooktop. Buff with non-abrasive cloth or sponge.
- Remove any melted **plastic** or food with a high **sugar** content from the cooktop immediately, as they can cause pitting of the cooktop surface.
- Remove any **metal markings** on the cooktop immediately after the cooktop has cooled using a cooktop cleaning cream.

Part	What to Use
Cooktop	Use a ceramic cooktop cleaning creme, and buff with a non-abrasive cloth or sponge.
Control knobs	Soap and water. Dry with a soft cloth.
Control panel	Soap and water. Squeeze excess water from cloth/sponge before wiping panel.
Stainless steel finishes	Clean with non-abrasive soapy water and a soft cloth. Rinse with clean water. Buff dry with a soft cloth.
Oven racks	Remove and clean with mild, abrasive cleaner. Rinse with clean water and dry.
Oven interior	Remove excessive spillovers before starting Self Clean.

Microwave

When cleaning, **DO NOT**:

- Do not use **chloride** or cleaners with **bleach** to clean stainless steel or plastic.
- Do not use **abrasive** cleaners such as window sprays, scouring cleansers, brushes, concentrated detergents, bleaches or cleansers containing petroleum products.
- Do not use **paper towels**, metallic scouring pads, or other abrasive cleaning materials or strong alkaline solutions on stainless steel.

When cleaning, **DO**:

- Wipe up any spills immediately.

<u>Part</u>	<u>What to Use</u>
Exterior	Clean with non-abrasive soapy water and a soft cloth. Rinse with clean water. Buff dry with a soft cloth.
Touch Control Panel	Slightly dampened cloth
Interior	Soap and water
Turntable	Soap and water or clean in dishwasher.

For additional information about your new appliances, see Appliance Manuals on the 400NLaSalle3008 website under Tenant Services.

400 N LaSalle Condominium Fee Schedule



400 NORTH LASALLE CONDOMINIUM ASSOCIATION

FEE SCHEDULE

- **MOVES IN & OUT:** \$250/Move In
\$250/Move Out
\$500/security deposit
*move in and out fees to be collected at the time of moving in
- **TRANSFER FEE:** \$400/Per Sale
\$400/Per Lease
\$200/Per Lease renewal
- **PET FEE:** \$150 Annual Fee
- **HOSPITALITY ROOM:** \$200/Fee
\$500/Damage Deposit (Refundable w/no damage)
- **LOCK-OUT FEE:** \$50/Charge when Management Office is closed
- **BIKE ROOM FEE:** \$25/Annual per bike w/registration
- **SERVICE RECOVERIES:** \$30 per half hour labor
- **LAUNDRY INCOME:** \$3.50 big boy washer
\$3.00 per regular wash
\$3.50 per load to dry
- **LATE FEE:** \$100
- **FINES:** \$400 per month for Insurance
- **KEY FEE:** \$14 per key
\$50 per fob

400 NORTH LASALLE DRIVE
CHICAGO, ILLINOIS 60610 PHONE: 312.222.1444 – FAX: 312.222.0624 – MANAGEMENT BY DRAPER AND KRAMER, INC.

DIRECTV Channel Lineup



CHOICE™

175+ channels included

Local channels

CBS (WBBM)	2	WCHU	13	PAX (WCPX)	38	WJYS	62
NBC (WMAQ)	5	PBS (WYCC)	20	Telemundo (WSNS)	44	Univision (WGBO)	66
ABC (WLS)	7	MeTV (WWME)	23	My50 (WPWR)	50	Comcast Sports Net	665
WGN (CW)	9	The U (WCIU)	26	PBS (WYIN2)	56		
PBS (WTTW)	11	Fox (WFLD)	32	Telefuturo (WXFT)	60		

National Networks

A&E	265	Disney Channel (E)	290	Hope	368	QVC Plus	315
ABC Family	311	Disney Channel (West)	291	Independent Film Ch.	559	Reelz Channel	238
Al Jazeera America	358	Disney Junior channel	289	Investigation Discovery	285	RFD TV	345
AMC	254	Disney XD	292	ION Television	305	Science Channel	284
Animal Planet	282	E! Entertainment	236	ION Television (west)	347	SEC Network	611
Audience Network	239	Enlace Christian TV	448	Jewelry Television	313	Spike	241
AXSTV	340	ESPN	206	Jewish Life Television	366	Syfy Channel	244
BabyFirstTV	293	ESPN2	209	Lifetime	252	TBS	247
BBC America	264	ESPNNEWS	207	Lifetime Movie Network	253	TCT Network	377
Big Ten Network	610	ESPNU	208	LinkTV	375	TeenNick	303
BET	329	EWTN	370	MHZ Worldview	2189	TLC	280
Bloomberg TV	353	Food Network	231	MLB Network	213	TNT	245
Bravo	237	Fox Business Network	359	MSNBC	356	Travel Channel	277
BYU TV	374	Fox News Channel	360	MTV	331	Trinity Broadcast Net	372
Cartoon Network (E)	296	Fox Sports 1	219	MTV2	333	TruTV	246
Cartoon Network (W)	297	Free Speech TV	348	NASA TV	289	Turner Classic Movies	256
Christian TV Network	376	Fuse	339	National Geographic	276	TV Guide Network	273
Church Channel	371	FX	248	NBC Sports Network	220	TV Land	304
Comedy Central	249	Galavision	404	NFL Network	212	TV One	328
Cooking Channel	232	GOD TV	365	Nick Jr.	301	The Word Network	373
CMT	327	UpliftTV	379	Nickelodeon (East)	299	Univision	402
CNBC	355	GSN Games Network	233	Nickelodeon (West)	300	UP	338
CNBC World	357	Fusion (HD only)	342	Nicktoons	302	USA Network	242
CNN	202	Hallmark Channel	312	NRB	378	Velocity	281
CSPAN 1	350	Headline News	204	OWN	279	VH1	335
CSPAN 2	351	History Channel	269	POP	273	WE: Women's Entertainment	260
Daystar	369	Home & Garden TV	229	Pursuit TV	608	Weather Channel	362
Discovery Channel	278	Home Shopping Net	240	QVC	275	World Harvest TV	367

Satellite Radio (SONICTAP)

60's Revolution	803	Classic Rock	833	Love Songs	819	Silky Soul	843
70's Hits	804	Dance	859	Malt Shop	802	Silver Screen	822
8-Tracks	840	Fiesta Tropical	870	Mariachi	876	Singer - Songwriters	836
80's Hits	805	Gospel Glory	827	Metro Blend	853	Smooth Jazz	851
90's Hits	806	Great Standards	855	Modern Country	814	Soft Hits	849
Adult Alternative	832	Hit Country	809	Musica De Las Americas	872	SubTerranean	858
Adult Contemporary	821	Honky Tonk Tavern	811	New Age	856	Symphonic	864
Alternative	834	Hottest Hits	818	Rat Pack	807	The Boombox	846
Beautiful Instrumentals	820	Hurbano	875	Realty Blues	838	The Spirit	826
Big Band/Swing	801	Hype	847	Red, Rock and Blues	810	Today's Hits	816
Bluegrass	812	Ink'd	835	Reggae	863	Traditional Country	808
Blues	854	Latin Hits	871	Retro Disco	845	Y2k Hits	817
Classic Jazz	850	Latin Jazz	879	Rock en Espanol	878	Zen	857
Classic R&B	842	Light Classical	866	Salsa	874		

Available HD channels are in bold.

1360 Old Skokie Road
Suite 100
Highland Park, IL 60035

Phone (847) 831-4561
Fax (847) 831-5063
Web www.usawireless.tv



USA Wireless/DIRECTV New Account Form



1 Fill out your personal information

Name:		Existing DIRECTV account:	
Email:		If applicable, existing accounts are not eligible for equipment and programming rebates.	
Phone:	Phone:	Address Unit #	
CC #	Exp.	Sec code	

Credit or debit card is required to setup a DIRECTV account. Installation fee may apply. Taxes may apply where applicable.

2 Choose how many TV's do you have and what equipment you'd like

Included in your assessments: CHOICE™ 175+ channels									
TV 1	Location (living room, bedroom etc)	TV 2	Location (living room, bedroom etc)	TV 3	Location (living room, bedroom etc)	TV 4	Location (living room, bedroom etc)		
	\$20/mo FREE box ¹		\$7.00/mo \$199 fee ¹		\$7.00/mo \$199 fee ¹		\$7.00/mo \$199 fee ¹		
	\$10/mo FREE box ¹		\$7.00/mo \$49 fee ¹		\$7.00/mo \$99 fee ¹		\$7.00/mo \$99 fee ¹		
	\$10/mo FREE box ¹		\$7.00/mo \$99 fee ¹		\$7.00/mo \$99 fee ¹		\$7.00/mo \$99 fee ¹		
	\$0/mo FREE box ¹		\$7.00/mo FREE box ¹		\$7.00/mo FREE box ¹		\$7.00/mo FREE box ¹		

¹ Receiver upgrade fee is a one-time fee and includes DIRECTV's Rebate. Subject to terms and conditions of DIRECTV's promotion; **new accounts only**. Discounted rate on TV2 H25 HD receiver only available if primary receiver is an HR24 HD DVR. Equipment upgrade fees do not include applicable taxes.

3 Choose your DIRECTV upgrades

 Included with HD & DVR ¹	 Whole Home \$3/month (available with HD-DVR & HD receivers only)	 NFL Sunday Ticket Free for the upcoming season ²
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¹ Internet connection to the receiver is required for On Demand. Wi-Fi enabled connectivity is available and may require an additional one-time fee.

² Free only for upcoming season, package auto renews the following year at \$380; auto renewal must be cancelled by individual subscribers.

\$24.99 XTRA™ CHOICE plus: Fox Sports 2, Golf, History 2, Nat Geo Wild, NBA TV, Oxygen, Tennis & More	\$37.49 ULTIMATE™ XTRA plus: BBC World News, Boomerang, Chiller, Cloo, Encore, Sprout, TMC & More	\$92.49 PREMIER™ ULTIMATE plus: HBO, Cinemax, Showtime, Starz, Sports Pack & More
 \$17.99 Choose 2 \$26 \$31 if HBO	 \$13.99 Choose 3 \$39 \$44 if HBO	 \$13.99 Choose 4 \$49 \$54 if HBO
 \$13.99	 \$13.99	

Please submit your form to the email below. If you have any questions regarding your DIRECTV signup please contact us:

Phone (847) 831-4561

Fax (847) 831-5063

Email service@usawireless.tv