



Phone: (217) 344-3008
Fax: (217) 344-3057
baileyapartments@hotmail.com
www.baileyapartments.com

Po Box 2337, Station A
Champaign Il 61825
911 W. Springfield Ave
Urbana, Il 61801

Schedule A(#25 on Lease)- Company Policy, Procedure's and Helpful Hints

ALWAYS PUT YOUR ADDRESS ON YOUR CHECKS!!!!

Maintenance: If you need repairs done, please submit them on paper and drop it by the office at: 911 W. Springfield, Urbana or call 344-3008 or email to Christy@baileyapartments.com. This is for all during business hours emergency and non-emergency repairs. For emergencies (after hours), call **261-3443**. Your request will be handled in the order of seriousness. Requests should be handled within 72 hours, except in the case of extreme emergency elsewhere.

Regular office hours will be (8:30am-3pm Monday-Friday) unless otherwise posted.

Utilities: Should be in your name on the day of move-in and left in your name for 14 days after the expiration of your lease. This will allow us to have power and water for inspections and cleaning. We will use minimal power for these 2 weeks. You will be charged a reconnection fee and meter usage if cleaning is needed for this. Please check your lease for the utilities you are responsible for. For your convenience, utilities numbers are provided as follows:

Illinois Power (gas & electric)	1-800-755-5000	
Illinois-American Water Co.	1-800-422-2782	
Ameritech Telephone	1-800-244-4444	
Insight Cable	(217) 384-2500	
McLeod (Internet) Help Line*	1-866-225-3343	*(this # is for tenants who are subscribing to the internet service that Bailey Apts. Offers) (DO NOT CALL MCLEOD FOR INTERNET, CONTACT BAILEY APTS.)

***Note*: You must have give your telephone number and email addresses when you pick up your keys.**

Rent Payment: Rent is due and payable on the first day of each month, regardless of the day of the week the first falls on. Late charges as stated in paragraph 2 of your lease will be assessed. For your convenience, when making rent payments at times other than regular office hours and to assist you in avoiding the payment of late charges, we have installed a mail slot in the management office door at: 911 W. Springfield, Urbana. rent payments received in the mail slot by 8am on the sixth day of the month, or by 8am on Monday following the fifth when the fifth of the month falls on a Saturday or Sunday will not be assessed late charges, or as stated on your lease.

***PLEASE DO NOT PUT CASH IN THE DOOR MAIL SLOT*!!!**

You may mail your rent to: Bailey Apartments P.O. Box 2337 Station A Champaign, Ill. 61825

Keys: No one but you will be given keys to your residence. Should you lose your key, or lock yourself out, contact the office for assistance. Under no circumstances are locks to be changed or additional locks installed. Further, we will not admit anyone into your apartment in your absence for deliveries, installations, ect.... You must make your own arrangements for getting these things taken care of. If you need an extra key you may get one at the office. You must pay a \$20 refundable deposit upon borrowing an extra key. You will receive the \$20 deposit back as long as the extra key is turned back in by the end of your lease.

Postal Service: The Postal Department requires your name, on your mail box. Please attend to this promptly. They will not deliver mail until your name is on the box.

Insurance: The insurance carried by the building owner(s) covers the physical damage and liability on the grounds, building, ect. belonging to the owner(s). It does not cover any damages to your personal property. Contact an insurance agent for details on rental insurance. Also you can have your parents check their homeowner's policy, sometimes a college student's apartment is covered.

Occupancy: The number of occupants allowed is stated on your lease. No one else is allowed to live in your apartment.

Pets: No Pets or Pet Guests!!! If an animal is found in your apartment you will be charged at move out for the apartment to be treated for pet dander, fleas, etc. It does not matter if the animal is only in the apartment for a couple of hours. **NO PETS!**

Parking: In the apartment community parking lot is restricted to residents who have rented spaces. The parking of unauthorized vehicles may result in the vehicle being towed away at the **Owners Expense, no exceptions!** *Unauthorized parking will be enforced 24 hours/day

Bicycles, Motorcycles & Scooters: These must be in racks, or in area provided. Any vehicle of this type found in hallways, stairwells, balconies or parked on sidewalk or lawn, may be impounded by management. You must have a bicycle sticker clearly placed on your bicycle. We occasionally go through the bike racks and cut off bikes that do not have a sticker.

Laundry Facilities: The laundry room, where provided, is for your convenience and for resident use only. We will appreciate your help in keeping the area neat and clean. Remember, you are not the only person using this facility - leave it clean for your neighbor. Please report any problems with the machines to the office, we don't know they are broken unless YOU tell us. Clean the lint filters on the dryers after every use.

Balconies: It will be appreciated if you will clear the snow from your balcony during the winter months. By doing so, you will not be bothered by maintenance personal entering your apartment for this purpose. The use of barbecue grills on balconies is absolutely prohibited!! Further, they must not be stored on the balcony. Balconies are to be kept neat and clean at all times. They are not to be used for storage. *****Do Not put unwanted furniture on your balcony. You will be charged for each piece that is damaged due to weather.*****

Flammable Materials: Under no circumstances are flammable fluids, fuels, explosives, ect., to be used or kept anywhere in the apartment community.
KEROSENE HEATERS ARE PROHIBITED!!!

Exterminating: All units are sprayed on the 1st Thursday of every month. We use TLC Pest Control (217)352-7672. If you have a problem call, Bailey Apartments (217)344-3008. If you have a problem because of poor housekeeping you will be charged.

Emergencies: In case of need, please contact the proper authorities. **(911)**

Be a good neighbor: The respectful consideration of others residents is expected at all times. Radio's, Stereo's, televisions, ect., must be played at a level that does not interfere with your neighbors quite enjoyment of his/her home. If you can hear it outside your apartment, it's too loud. Keep bass levels low so as not to invade your neighbor's space. Residents are responsible for the behavior of their guests and for any damages caused by their guests.

Breaker Box: Each apartment has a breaker box. Please locate this box and know how to use it. If you have questions call the office.

Windows: Make sure all windows are closed when leaving your residence. Weather damage costs to drapes, flooring and furnishing will be your responsibility and charged to you.

Air Conditioners: Do not turn on in winter months as operating in cold weather will damage the unit and any repairs needed to correct this type of damage will be your responsibility.

Housekeeping: In order to avoid the "unwanted visitors" referred to in the paragraph labeled "Exterminating", please practice good housekeeping. The following are some basic suggestions in doing so.

- **Carpet/Floors:** Need to be vacuumed/dust and mopped frequently. If you do not have a vacuum, please contact the office to arrange for the use of one.
- **Kitchen Range:** Cooking in kitchen only - no hot plates in other rooms. Keep your range top and oven clean and free of grease and spills. A greasy dirty range is a fire hazard. The range hood must also be kept clean and the filter/cover washed.
- **Refrigerator:** Defrost when necessary - do not allow excessive frost build-up on freezer section. Wash interior periodically with warm, soapy water. The door seals should also be washed and kept clean in order for them to remain pliable and maintain the efficiency of the appliance.
- **Garbage Disposal:** Your disposal is to be used for soft garbage only - NO BONES, seeds, peelings, shells or grease are to be put through the disposal. Run the cold water when using your disposal. If you are not using your disposal on a regular basis, run ice cubes through it once a week to keep it functional. At no time should you use your hand to push food down into the disposal! If your disposal stops working try the red reset button under the sink on the bottom of the disposal.
- **Showers:** #1- You must have a shower curtain. #2- Make sure shower curtains are inside shower at all times to prevent water damages for which you would be held responsible. Do not use adhesive decals in tub/shower. Periodically clean the hair from your shower drain. Hair backs up a drain and causes slow draining. If we have to come to your apartment to clean hair out of your drain, there will be a minimum charge of \$25.
- **Toilet Stools:** Never flush any items that could cause the stool to be stopped up. Never pour grease or try to flush sanitary napkins/tampons/condoms/garbage down the toilet. ***Buy a plunger!! If we have to come to your apartment to plunge the toilet there will be a minimum charge of \$25.
- **Trash Disposal:** All trash, garbage and rubbish must be properly bagged, tied and placed in the dumpster provided. Do not leave trash bags outside your apartment for any reason. Use regular trash bags - not paper sacks! Do not allow trash to build up in the apartment - remove promptly. The City of Urbana provides recycling bins outside of each building, please use them!
- For more detail in how we expect you to keep your apartment please see a sample check out sheet, instructions for cleaning your apartment are very detailed.

Drains: Should it be necessary - due to negligence - to have a plumber or maintenance man unstop your toilet stool, drains or disposal you will be charged for the call. Further, you would be liable for any damages to your apartment and/or neighboring apartment caused by overflow of drains of plumbing due to this type of negligence by you (lessee) or visitors/guests.

Wall Hangings: Use small nails only for hanging pictures, posters, ect.... No adhesive stickers, hangers, poster putty or tape are to be used as they cause damage to the dry-wall and necessitate repairs for which you will be charged.

Heat: If you are going to be away over night or for an extended length of time during the winter months -**DO NOT TURN HEAT OFF!!**. To prevent damages, for which you would be liable, (frozen water pipes) set the thermostat at no less than **60** degrees. Open the doors under all sinks to allow heat to enter.

Move out Procedures: Please advise the office of the exact date you plan on moving out. We hand out sample check out sheets a couple of weeks before the end of your lease. If you are planning on moving out before the end date on your lease let us know so we can get you a copy. We are very particular about the condition of our apartments. You will be charged for carpet cleaning upon move out, the previous tenants had the carpets cleaned for you, you need to have them cleaned for the next tenants, unless you have the carpets cleaned by a legitimate company and provide us with a receipt when you turn in your keys. If we have to paint your apartment due to damage, scuffs, dirt, etc you will be charged. You will be charged for cleaning with the same charges that are on the check out sheet. If we have to send someone into your apartment to clean and you have attempted to clean you may only be charged ½ charges, if your apartment is really bad, you could have double charges, the sheet is a guide. You can request to have a final walk thru of your apartment with someone from Bailey Apartments. We will not do a walk thru until all keys have been turned in. After the walk thru you are not allowed to go back in to re-clean. You must make an appointment with the Bailey office. We can not do appointments for walk-thrus on the end day of your lease. We just do not have time. You must have your keys turned in by 12 noon on the end day of your lease. Call the office to set an appointment for your walk-thru.

If you have any questions, please call us during regular office hours and we would be happy to talk with you.