



## MOVE-IN INFORMATION SHEET

### **Moving**

All residents must move in and out through the rear of the building. Any residents moving through the front of the building can be fined up to \$100 and held responsible for any damage done to the building. If you are moving into a building that has an elevator you must contact your property manager before moving to make arrangements.

### **Clogged Drains**

Please do not use any type of acid liquid such as Liquid Plumber to unclog drains. This acid can eat through pipes. Should you have a clogged drain call the office and request maintenance service.

### **Trash Removal**

All trash must be sealed and placed in the proper receptacle. Under no circumstances should trash be left on porches or in hallways. Violators will be fined up to \$100 per occurrence.

### **Smoke Alarms**

A working smoke alarm and first battery will be provided in every apartment by Horizon Realty Group. It is the resident's responsibility to check the smoke alarm each month and change the batteries as needed.

### **Light Bulbs**

Horizon Realty Group will supply all light fixtures in the apartment with working light bulbs. It is the responsibility of the resident to change the light bulbs as needed and at move out time all light fixtures should have working light bulbs or the resident may be charged for replacement of them.

### **Refrigerators**

Upon move out the resident should lower the refrigerator temperature to 1 or 2 on the cooling dial (located inside the refrigerator). Never leave the refrigerator unplugged, this causes mold to grow inside the refrigerator.

### **Gas Ranges**

Most ranges are gas and have an open flame for the pilot light under the top lid of the range; therefore, objects (paper towels, dish towels, etc) should be kept away from the top of the range to prevent fires. If the pilot light goes out it can easily be re-lit by lifting up the lid and taking a match and holding it above the pilot light until it lights. NEVER ATTEMPT TO LIGHT A PILOT LIGHT IF THERE IS A STRONG SMELL OF GAS IN THE APARTMENT. If you smell gas, you should check to make sure all dials are turned to the off position, open a window to air out the apartment, and then call the office or if it is a very strong smell and you think it is a dangerous situation you should call Peoples Energy emergency number 1-866-556-6002 and they will come out (usually within an hour) and investigate the situation at no cost to you.

### **Hardwood Floors**

Residents with hardwood floors should protect them by placing rugs in high traffic areas and by the sink. Also, residents should dust-mop the floors often and use a damp mop with a little bit of white vinegar or cleaning products made specifically for hardwood floors to clean spills and dirt and then dry with a cloth. Water is very damaging to hardwood floors. Never wax your hardwood floors.

### **Balconies and Porches**

Overcrowding of Balconies and Porches is unlawful and dangerous. Balconies and Porches are not intended as areas of congregation by multiple people, but rather, for ingress and egress only. Grilling on a wood porch is prohibited.

### **Resident Referral Policy**

Horizon Realty Group offers its residents a \$250 rent credit for anyone referred to us who signs a one year lease. New residents must list you as the referral source on the apartment application.

### **Utilities**

It is the responsibility of the resident to contact the electric company and the gas company to have the service put in your name.

ComEd	800-334-7661
Peoples Energy	866-556-6001

### **Telephone**

Horizon Realty Group is only responsible for bringing telephone service to the building as a whole. We do not repair phone jacks within your apartment; however, most apartments have working phone jacks left in the unit from previous tenants. A working phone line in an apartment is the responsibility of the tenant.

AT&T	800-244-4444
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### **Cable TV Providers**

Contact your property manager to find out which cable TV provider is available for your building. Most apartments have existing cable jacks. If you choose to have cable TV in your apartment this is an agreement between you and the cable provider. Horizon Realty Group is not responsible for repairing or maintaining any cable TV equipment. Horizon Realty Group only allows these companies to have access to place their equipment in the buildings.

### **Satellite Dishes**

Under no circumstances is a satellite dish to be installed by a tenant without the express prior written approval of Horizon Realty Group.

### **Rent Payments**

Rent is due on the first of the month. If your payment is received after the fifth day of the month a late charge will be applied per the City of Chicago Landlord Tenant Ordinance (\$10 for the first \$500 of rent and 5% for anything over \$500). You may mail your rent, pay in person during office hours, or drop your rent in our night drop slot (always open) at the main office. You may pay online at [www.horizonrealtygroup.com](http://www.horizonrealtygroup.com).

Main Office/Mailing Address:  
Horizon Realty Group  
1946 West Lawrence Ave.,  
Chicago, IL 60640

### **Maintenance Requests**

Maintenance Requests should be called into your property manager. You can also email a request. There is a 24 hour answering service (866-344-0721) that will handle emergency maintenance that can not wait until the next business day. Emergency maintenance is defined as an overflowing toilet or busted water pipe that is causing damage to the owner's property, no heat at all in the unit, etc.... For life threatening emergencies please call 911. There is a \$100 charge for lock outs during non-business hours, after 5pm and weekends all day. Payment is to be made in cash directly to the individual opening

the door. If payment is not rendered at time of service, the tenant's rental account will be charged \$110 to cover the administrative costs associated with the issuance of a check payment to the service technician.

### **Renter's Insurance and Personal Property Damage**

In the event that personal property is damaged due to fire, flooding, water leakage or other casualty, Horizon Realty Group is not responsible for loss of or damage to your personal property. Horizon Realty Group strongly recommends that all tenants procure renter's insurance to cover such damage to personal property. If you choose not to procure such insurance, you do so at your own risk. Please contact your local insurance agent for more information on renter's insurance.

### **Unforeseen Events**

The lease represents a legally binding document during its entire stated term. The occurrence of an unforeseen tragic event, including, without limitation, familial death, loss of employment, an apartment break-in, or otherwise does not give rise to the right to terminate the lease. Tenant acknowledges that Landlord does, however, offer the option to sublease or assign the lease or buy-out the remainder of the term in the event of such an occurrence. For more information on these options, please ask a property manager or visit our web site.

### **Unit Made Ready**

Lessee understands and agrees that Lessor has 14 days from date of Move-In to make the unit ready. Circumstances may arise in the course of a move –out to move –in that may delay the "make ready" of a particular unit. Lessee understands this provision and agrees to allow for management to make the unit acceptable within the allotted time frame.