



Providing A Place To Call "Home" Since 1973.

www.fpsrents.com
Office: 773-561-9345 Fax:773-878-9505

6011 N. Winthrop, #203, Chicago, Illinois 60660

MOVE-IN INFORMATION

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 the necessary arrangements for elevator use.

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 FPS Management. It is the resident's responsibility to check the smoke alarm each month and change the batteries as needed.

Light Bulbs

FPS Management 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 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 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 the Peoples Energy emergency number at 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.





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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.

HVAC

If your apartment has its own HVAC unit, tenant is responsible for maintenance of the unit. Tenant should change the air filters every 3 months. If tenant does not properly maintain unit, tenant shall pay for repairs.

Utilities

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

ComEd	800-334-7661
Peoples Energy	800-556-6001
RUS (Heat/Gas only)	888-262-0210

Telephone

FPS Management is only responsible for bringing telephone service to the building as a whole. We do not repair phone jacks left in the unit from previous tenants. A working phone line in an apartment is the responsibility of the tenant or the selected service provider.

AT&T	800-244-4444
Comcast/Xfinity	630-632-1903
Vonage	800-583-9216

Cable TV Providers/Internet Services

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.

FPS Management is not responsible for repairing or maintaining any cable TV equipment. FPS Management only allows these companies to have access to place their equipment in the buildings.

AT&T	317-625-2130
Comcast/Xfinity	630-632-1903
RCN Cable	Mike Jovic at: 312-523-9883

Satellite Dishes

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

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 payment, pay in person during office hours (checks and money orders only), or drop your rent payment in our night drop slot (always open) located in the lobby of our main office. Credit card payments are also accepted online for rent.

Main Office/Mailing Address:

FPS Management
6011 North Winthrop Avenue #203
Chicago, IL 60660





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Maintenance Requests

Contact your property manager should you have any maintenance requests. You can also mail or email a request. There is a 24-hour maintenance person on call for emergencies that cannot wait until the next business day; call our emergency line at 773-888-7075. There is a \$75 charge for lockouts during non-business hours, 5pm until 8am Monday through Saturday and from 3pm Saturday until Monday morning.

Renter's Insurance and Personal Property Damage

In the event that personal property is damaged due to fire, flooding, water leakage or other casualty, FPS Management is not responsible for loss of or damaged to your personal property. FPS Management procures 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.

I have read, understood and received a copy of the above.

BY: _____
(Signature)

PRINT: _____

Emergency Contact:

NAME: _____

PHONE: _____

EMAIL: _____

Intercom Phone Number: _____

