

## MOVING IN CHECKLIST

- ❖ **Moving:** Always use the rear entrance to your apartment when moving in/out. Please break down any boxes and fit them neatly in or behind the dumpsters.
  - ❖ **Keys:** Keys can be picked up from our office as early as 12:00pm on the first day of your lease.
  - ❖ **Renter's Insurance:** You are REQUIRED to purchase Renter's Insurance. Contact Insurance companies at least two weeks before you move. Be sure to update your renter's insurance. We highly recommend Kogen Insurance (847) 831-0074.
  - ❖ **Electric:** You must contact ComEd for your electrical needs. To initiate electrical service, contact Commonwealth Edison at 1-800-EDISON1 or at [www.exeloncorp.com](http://www.exeloncorp.com). It is the tenant's responsibility to coordinate installation with their service provider.
  - ❖ **Gas:** You must contact People's Energy to have gas for your stove, forced air furnace, and hot water heater. To initiate service, contact People's Energy at (866) 556-6001 or at [www.peoplesenergy.com](http://www.peoplesenergy.com). It is the tenant's responsibility to coordinate installation with their service provider.
  - ❖ **Additional Services:** AT&T (866) 636-6683. Comcast (877) 824-2288. It is the tenant's responsibility to coordinate installation with their service provider.
  - ❖ **Post Office:** Notify the Post Office of your new address two weeks prior to your move by filling out a change of address form either in person or online at [www.usps.com](http://www.usps.com). Correspondence should be sent to all creditors.
  - ❖ **Mail Box:** Please make sure that you create a tag which includes all tenants' last names and address and affix it to your appropriate mailbox.
  - ❖ **Chicago Police Department:** Emergency- 911/Non-emergency- 311 or 312.744.5000.
  - ❖ **Permit Parking:** If your neighborhood requires permit parking, please contact the City of Chicago by calling the non-emergency hotline at 311 or 312.744.5000 for details.
  - ❖ **Maintenance Emergencies:** During non-business hours, please call the emergency hotline number at **847-923-6123**. Please provide the necessary information to the call center operator and you will be contacted shortly by one of our crew members.
  - ❖ **Fireplace:** If you have an operational fireplace in your apartment, it is imperative that you open the flue inside the chimney prior to igniting a fire and leave it open until the final embers are cool to the touch. You are also required to use a fireplace screen. If you have ANY questions at all about this, please call our office.
  - ❖ **Cleaning:** It is the tenant's responsibility to maintain the integrity of the apartment. Please be aware that any damage caused to the sinks or bathtub in your apartment by the use of harsh abrasives, rubber mats, or dripping faucets (that are not reported to our maintenance crew) may result in fines.
  - ❖ **Carbon Monoxide and Smoke Detectors:** Please take the time to familiarize yourself with the detectors in your unit. It is the tenant's responsibility to replace batteries (most commonly 9 volt). When the batteries are low the unit will beep every 60-90 seconds (depending on the model) until the battery has been changed. If the unit sounds a continuous alarm, evacuate the building (using the EMERGENCY EVACUATION PROCEDURES included in this folder) and call 9-1-1 as well as our emergency hotline at (847) 923-6123. If you have any questions at all about the operation and/or maintenance of your detectors, call our office at (773) 472-6859.
  - ❖ **If your apartment is equipped with an alarm system**, you can set it as follows:
    - Hold down the 8 key for 3 seconds or until function beep codes sounds.
    - Enter program code: 1 2 3 4 5 6, lights will flash and the sounder will pulse to acknowledge program entry.
    - Press B key, Enter 1
    - Enter your code up to four digits
    - Press B twice to end programming mode.
- To have your alarm system monitored you can call Data Monitoring at 773-545-2467.
- ❖ **Chicago Apartment Place, Inc. /L.G. Properties, Co.** office hours are 9 am-5 pm Monday to Friday. We are located at 3654 N Lincoln Ave and can be reached at 773.472.6859. Please feel free to stop by or call our office regarding lease questions, rent delivery, maintenance requests, or to purchase/refill laundry cards.