

Welcome to
BMI Management
Apartments



BMI Management
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217 390 9900



SUMMARY OF CONTENTS:

Check – In Procedures 3

Apartment Equipment 3

Circuit Breakers 3

Dishwasher 3

Blinds 3

Countertops 3

Lights 4

Range/Stove 4

Refrigerator 4

Shower 4

Garbage Disposal 4

Smoke Detector/ Carbon Monoxide 5

Stairwells/Hallways/Patios/Decks/Common Areas 5

Furniture 5

Toilet 5

Bicycle 5

Motorcycles 6

Apartment Upkeep 6

Security Deposit 6

Insurance 6

Keys 7

Laundry Areas 7

Neighbors 7

Parties 7

Rent Payments 8

Repairs and Maintenance 8

Subleasing 9

Towing Policies 9

Move-Out Procedures 9-10



Check-In Procedures

Your check-in document must be filled out and submitted to our office via mail or drop-off. Only one form can be filled out and submitted per apartment. In order to receive a quick response to your check-in maintenance requests, you must submit the check-in sheet within 5 days of the term beginning date of your lease. If this sheet is submitted after the required 5 days, it will fall to the bottom of the schedule. You can access the check-in sheet on our website in the forms section under current tenants. For more information on our check-in procedures, please see our website.

Apartment Equipment

Each apartment is equipped with many modern appliances and extras. To make the most of this equipment follow the suggestions given below. Residents will be held responsible for maintenance problems that result from neglect or damage.

Circuit Breakers

If any electrical equipment in your apartment does not work, check the breakers and/or GFI outlets first.

Dishwasher

Make sure you do not over-stack this appliance. Be careful not to slam the door or punch the buttons too firmly. Be sure to use dishwasher detergent only.

Blinds

Vertical Blinds must be pulled open if window or patio door is opened. Mini-blinds must be pulled up past open windows. Wipe down or vacuum blinds monthly to keep them clean.

Countertops

Do not place hot objects directly on the countertops. Do not use formica countertop as a cutting board. Avoid cleaning it with strong abrasives (soft scrub works well. Granite countertops should be cleaned with water and gentle soap. Do not use chemicals on this surface as the stone will dry out.



Lights

Bulb replacement is the responsibility of the tenant. Interior 4ft fluorescent bulbs and all exterior lighting are the responsibility of management.

Range / Stove

Whether your range is electric or gas, regular cleaning will make things easier for you when you move out. When broiling, reduce excessive grease splatter by covering bottom of the broiler tray with foil before use. Keep the oven door opened a few inches when broiling. Never place aluminum foil shiny side up under the burners; it may cause electric heating elements to short out.

Refrigerator

Clean your refrigerator monthly; using soap and water (never bleach) to keep it functioning properly. Never leave your refrigerator turned off with the door closed for more than a few hours as mold and mildew may develop. Refrigerators should be left on even when you leave for an extended period of time. If your refrigerator is left off for a long time and the compressor is thereby damaged, you will be responsible for all repairs. Never use screwdrivers, knives, etc to pick ice from the freezer compartment when manually defrosting as this may puncture the coolant lines. If this occurs, the refrigerator/freezer will be replaced at your expense.

Shower/Bath/Jacuzzi

Be sure shower curtains are completely closed and inside the shower walls when taking a shower/bath/Jacuzzi. Avoid build-up of soap film by rinsing all soap off shower curtains after each use. Keep bathroom floor dry at all times.

Garbage Disposal

Do not pack food into disposal. Put in only small amounts at a time. Make sure cold water is on continuously during operation to ensure that all refuse is cleared out. Do not push anything hard into the disposal (such as bones, silverware, bottle caps, etc). Do not use drain cleaner in disposals. If the disposal does not work, please try pushing the reset button located on the bottom of the disposal unit.



Smoke Detector / Carbon Monoxide Detector

Each apartment is furnished with a detect wire and/or battery operated smoke detector. Please do not remove the batteries or detach detector from the wall or ceiling. If the detector is going off continuously, please contact management.

Stairwells/Hallways/Patios/Decks/Common Areas

Do not sweep apartment dirt into stairwells. If you spill or break something in the common areas, please clean it up. Do not leave barbeque grills, garbage, plants, bicycles in stairwells or hallways. When common hallway damage occurs, all apartments will be charged equally for maintenance costs unless the individual tenants responsible for the damage are identified. If using a barbeque grill make sure you take precautions at all times. Do not leave unattended and keep away from building as heat from grills can melt siding or cause other types of damage which you could be held liable for.

Furniture

The legs of kitchen tables and chairs are secured from the bottom by screws. All legs should be checked, and the screws tightened, if necessary, to reduce the chance of breakage. Pick up tables first before you move them, do not drag. No company furniture is allowed on decks, balconies, or patios. Any piece of furniture can be removed from a furnished unit if correctly reported within first 5 days of lease beginning date. Simply email the request to maintenance@bmiCity.com and your request will be fulfilled within days of your request. However, you must understand that we typically only move furniture around move-in time. Once a requested item is removed from your unit it is gone for the entire lease term, we will not move items back into an apartment. Please keep this in mind, as some individuals want these furniture items back for subleases, etc.

Toilet

Use discretion with what you flush down the toilet. Tampons are not flushable. Kitchen waste should not be put in the toilet. A toilet plugged due to neglect or misuse will be unstopped at the resident's expense.

Bicycles

A bike parked in hallways or stairwells is not allowed unless management has granted specific permission. Bikes parked in hallways or stairwells without authorization will be removed and residents must pay \$25.00 to cover the bike. Furthermore, no bikes are



allowed to be chained to any portion of the complex which would include entry railings, fences, etc. If your bicycle is impounded for whatever reason, and is not redeemed after 30 days, it will be discarded or sold to cover costs.

Motorcycles

Motorcycles are to be parked only in your assigned parking space. Under no circumstances are they to be within your apartment. Motorcycles are not to be parked or ridden on the grounds or sidewalks of your apartment building.

Apartment Upkeep

You are expected to keep your apartment reasonably clean at all times. Dirt and garbage encourage pests. Balconies, decks, patios, etc., are considered part of your dwelling and should be kept free of garbage. It is the resident's responsibility to keep birds, nests, etc. from these areas.

Security Deposit

The security deposit collected from you is to help ensure that you keep the apartment in good condition. All or part of this deposit may be forfeited to defray costs of cleaning or repair of damages for which a resident is responsible. The deposit cannot be used to pay the last month's rent. Portions of the security deposit not forfeited will be refunded via check and mailed within 30 days of the term ending date of your lease. In the case of multiple tenants, the names of all original lessees who paid a security deposit to the lessor will appear on the check.

Insurance

Owners do not carry insurance coverage for resident's personal property. Your lease requires that each tenant obtain his or her own individual renter's insurance for personal effects of value. BMI Management must be listed as an additional insured on your policy. The cost is extremely low, approx \$10-\$15 per month in most cases. Please call Michael McAnally with State Farm for the best deal at (217) 202-5888.



Keys

One key per Lessee is provided at the time of move-in. One mailbox key is also provided to each apartment at move-in. Lock out assistance will be handled in accordance with the terms of your lease. All lost keys will require a lock change at the resident's expense.

Laundry Areas

In most buildings, coin-operated washer/dryers are provided. Do not prop open the laundry room door; please keep closed at all times. For the convenience of other residents, please do not leave clothes in the equipment upon completion. If machines are not working, notify maintenance at www.bmiCity.com/maintenance.asp or 217.390.9900.

Neighbors

Apartment living is considerably different than living in a private home. Please remember that you are living with other people under the same roof. Take your neighbors into consideration when it comes to noise. Loud stereos, television sets, and appliances can be very irritating to those around you especially at night. Please keep noise to a minimum in stairwells. If you are having a problem with a noisy neighbor you should first talk to them about the matter since the person may be unaware that he or she is causing a problem. If this does not resolve the problem satisfactorily, please feel free to contract the police anytime or management during normal business hours.

Parties

The following rules regarding parties are necessary and strictly enforced. Residents are responsible for all actions of their guests. Hall or building parties are not allowed. Parties must be confined to individual apartments with doors kept closed. Keep noise to minimum, as you should never disturb your neighbors. Do not allow guests to park in the parking lot unless they park in your own space.

Pets

Pets are allowed at a few locations provided that prior written consent of the management is obtained and a fee of \$350, of which \$200 pet fee is non-refundable. If we find an unauthorized pet in the apartment and it is not removed in 24 hours, you will be fined \$50.00



for each day the pet still remains in the unit. Furthermore, legal action may be taken to cancel the lease. If you are uncertain about the pet policy for your apartment building, please confirm with management to make sure you are not in violation.

Rent Payments

Rent is due on the first of every month, including vacation and summer periods. Rent becomes late on the 5th of the month at 5:00pm, and late charges apply to any portion of an unpaid balance. In the case of multi-tenant units, all tenants are jointly responsible for seeing that the full amount of the rent is paid on time. If possible, pay all rent for a given month at one time and on a single check, however this is not required. The **ONLY** method of payment is to send in your payment directly to Chase Bank. Please mail all rent payments to

Chase Bank
Attn: Michael Carey or Ben Ruf
C/O BMI Management
2801 Dundee Road
Northbrook, IL 60062

MAKE SURE TO INCLUDE YOUR RENT REMITTANCE FORM WITH PAYMENT. If you do not include the form, your rent payment will NOT be applied to your account. To facilitate proper identification and crediting, please make sure your building and apartment number appear on each check.

Repairs and Maintenance

During the term of your lease you may require the services of our maintenance team. You may contact our maintenance team at www.bmiCity.com or 217.390.9900. Confirmation of your maintenance request is provided if sent over the internet. If you have a maintenance emergency after normal business hours, simply call the normal maintenance number and leave a message stating your emergency. We expect residents to personally handle some routine maintenance such as changing light bulbs, unplugging toilets, resetting tripped circuit breakers, clearing jammed disposals, etc. However, if you are unable to perform such tasks or feel the task is too dangerous, we will help to a reasonable degree. If maintenance or repairs are needed due to tenant carelessness, abuse, or neglect, residents will be charged for appropriate costs.



Subleasing

It is your responsibility to sublease your apartment but we suggest you contact BMI to help. Management must approve of all subleases and receive a copy of each sublease agreement. There is a \$30.00 fee for subleasing. Leave all apartment related materials (i.e. a copy of this tenant information packet, copy of the lease, parking agreement, etc.) with your sub lessees. Your original lease agreement with us is not changed, voided or replaced by your making a sublease agreement. You are responsible for transferring the apartment and its keys to your sub lessees. We do not inspect the apartment between the time you move out and your sub lessees moves in. However, you should do a walk-through with your sub lessee before signing the sub lessee agreement. All rents must continue to be paid to our company by the original lessees. In other words, the lessees pay you in accordance with your agreement with them, and then you pay us in accordance to our agreement. **Tip:** From past experience we have found that those who advertise immediately after Christmas break have the best chance of obtaining sublets for the summer semester at the most favorable prices.

Towing

If a car is parked in your assigned parking space without your authorization it is up to you how to handle it. **Do not park in someone else's spot as they could then have you towed.** However, you may contact the towing service (see signs posted on your building in the parking areas) to have the offending party towed. If the car leaves before the towing service arrives please call the towing service to cancel the call. Do not request management to tow vehicles parked in your personal parking space. We have no authority to do this, as it is the tenant's responsibility. See your lease for parking guidelines.

Move-out Procedures

Below are move-out procedures that you should follow when you vacate your apartment.

1. Your apartment should be left clean. Please be sure the following are thoroughly cleaned:
 - a. All flooring vacuumed, all carpet professionally shampooed. (if lease requires you to do so).
 - b. Refrigerator when you defrost leave door propped open.
 - c. Stove, broiler, storage drawer
 - d. Kitchen and bathroom sinks
 - e. Dishwasher



- f. Tub/Shower/Jacuzzi
 - g. Cupboards and areas under sink
 - h. Medicine cabinets and chests
 - i. Closets, including furnace closet
 - j. Balcony
 - k. Furniture
2. Carry out all trash, including cement blocks and/or homemade bed frames.
 3. Set thermostat no lower than 60 degrees. (For winter check-outs only.)
 4. Call utility companies and ask them to turn off utilities as of the day after your lease expires. The reason for the extra day is that we need to have power and water on which we inspect and/or clean your apartment (if needed). If we need to clean the unit and power/water are not on, your cleaning costs could be substantially higher. If you had extra phones installed with separate numbers, you must have single-number line status restored at your expense or the cost of this will be deducted from your security deposit.
 5. Your move-out is not complete until all personal items have been removed from the apartment and all keys returned to the manager's office. If you move out late you will be charged a daily amount of \$200.00, as well as motel costs and any other costs the incoming tenant incur because of their late move-in.
 6. Return all keys to the manager's office at the same time if possible. There will be a lock change charge if keys have not been returned before 12:00 noon on the last day of your lease.
 7. Leave your forwarding address on the forms when you return the keys.

You will be charged for the cost of materials and labor necessary to repair any damage to the apartment's interior (walls, doors, carpet, windows, furniture, etc.) for which you are responsible. Any items of apparent value (value is determined at the Lessor's discretion) left behind in the apartment will be stored for a 30-day period. To recover items, you must pay \$50.00 cash per day in storage fees plus our cost of packing and storage.