

**What is included in the rent?** Here is a list of what is included in the rent, electric, water, high speed internet, basic cable, garbage, and sanitation. Please note that there is \$30 cap per person on electric in a 3 and 4 bedroom unit. There will also be a \$20 cap per person for water. Basic cable is included in the rent. You can pick up your box at 303 E. Fairlawn Drive Urbana, IL 6180. If additional cable boxes and or services are wanted it will be the tenant's responsibility to contact Comcast cable and set up those services or additions boxes. You can reach them at 1-888-736-6612.

**Can I move in early?** No, you may not move in early. Maywood has a tight turn around to get accomplished cleaning, painting, and shampooing of the units. At this time several contractors will have access to the entire building. This is not a secure time to move in.

**When is rent due?** Rent is due on the 15<sup>th</sup> of the month. There will be a 5 day grace period to pay it. After that a late fee will be charged to your account. See Rent and additional fees for late charge fees.

**What options do I have for paying rent?** You can pay your rent on our website under pay rent, set up a pre-authorized checking deduction, or pay at Marine Bank located at 1001 S Neil St. Champaign, IL 61820. Rent payment slips will be provided for you in your move-in packets.

**Is there a late fee?** The rent is due on the 15<sup>th</sup> of the month. There is a five day grace period then there will be assessed a charge of \$35 to your account. After 15 days an additional \$15 will be billed to your account.

**Is there insurance coverage in the event of a fire, theft or natural causes?** Residents or guest's personal property and vehicles are not insured under the apartment lease agreement. Unless due to management negligence. We strongly recommend that residents purchase insurance against loss or damage due to fire, theft, vandalism, rain, water, criminal negligence, etc. Renter's insurance is relatively inexpensive (typically less than \$20/month) and can often be secured through your automobile insurance carrier (first check your parent's home-owners policy).

**Can I break my lease?** Unfortunately, Maywood Apartments does not offer any voluntarily means of breaking or prematurely terminating a lease agreement once it's been signed. A tenant's best course of action in this situation is to find a suitable replacement tenant, or subtenant, to take their place during any duration of the lease for which they no longer have the need. Tenants can contact the Maywood office for details about the subleasing process.

**What will I need to bring to my Apartment?** We recommend that you coordinate with your roommates for many of the common area furnishings, such as; stereos, shower curtain hooks & shower curtains, bath mats, trash cans, plates, silverware, cups, pots & pans, etc. For your own personal space, you will need to bring your bath and grooming products as well as towels, linens, pillows, and whatever else makes you feel most at home.

**How do I view an apartment?** You can contact our office at 217-344-3677 and set up a viewing appointment. Please call 24 in advance, privacy is a priority at Maywood Apartments and we need to give our current tenants 24 hours' notice that we will be showing their apartment. There are also virtual tours of our apartments on our website.

**Do you require a Security Deposit?** Yes, we do require a security deposit equal to one month's rent upon the signing of the lease.

**Can I paint the walls?** Yes, however you must return them to their original color before you move out. Paint is available in our storage. Please contact the Maywood office to arrange picking up the paint. If you do not return the walls to the original color you will be charged depending on how many coats of paint it requires to return it to the original color. This could get very expensive. So be careful in choosing a bright color.

**Can I hang pictures on the walls?** Yes, Small nail holes are acceptable. Do not use Molly hooks, they leave huge holes in the wall and require extensive costly repair. Also do not use sticky tape this removes the paper from the drywall.

**What happens if I pay my rent but my roommates don't?** Each tenant in an apartment is responsible for seeing that the entire rent for that apartment is paid. Even if you are paying your "portion" of the rent, if the full rent for the apartment is not paid, all tenants are subject to late fees and, if the rent continues to go unpaid, eviction.

**Can I sublet my apartment to someone else?** Yes, and we will help you with the process in several ways. If you let our office staff know you are planning to sublease, we will keep your information on a list in our office and pass it on to potential tenants. Anyone wishing to sublet your apartment must submit an application. Additionally, we will provide a sublease agreement which must be signed by you (and your roommates) and the subtenant. You may charge any amount your wish to the subtenant. We strongly recommend that each person pay the rent directly to the landlord. We also recommend that you get a full security deposit form your subtenant.

**What happens if the subtenant doesn't pay the rent, or damages the apartment?** Even though you are subleasing your apartment, you remain responsible for all terms and conditions of the lease until the lease end date. If your subtenant fails to pay their agreed share of the rent you are liable for the amount due. Similarly, if your subtenant damages the apartment, you are liable for those damages. You do however have a right to pursue them legally in a court of law. So make sure to keep a copy of the sublet agreement.

**Is there any guest parking in the garage?** Your Guest will not be allowed to park in our parking garage even to unload their vehicle. If special circumstance arise such as medical issues, you then must have written approval from The Maywood office Staff.