

Welcome to Maywood Apartments

Welcome and thank you for choosing Maywood Apartments. Our goal at Maywood Apartments is to not only provide you with a place to live but a wonderful, fun, and enjoyable atmosphere. If you have any questions or concerns, please call our office at 217. 344.3677. If you have an emergency after hours, call the office and follow the prompts to speak to our after-hours emergency service. Here are some important reminders.

Rent Payments

Rent is due on the 15th of each month. It is important to note that there is a 5 day grace period. A \$35.00 late fee will be assessed if rent is paid on or after the 21st of the month. If the 20th lands on a day the bank is closed, then you must submit your rent the next possible business day at Marine Bank. There will also be an additional fee of \$15.00 if rent is more than 15 days late. There are three convenient ways to pay rent.

1. On-line via maywoodapts.com; click on pay rent. You can pay by Visa, MasterCard, American Express, and Discover. There will also be the option of direct rent payment out of your bank account. (Pre-Authorized Checking)
2. You can set up a pre authorized automatic payment through a bank account of your choice. This bank account does not have to be in your name. Your parents or a guardian can fill out the pre authorized form. You can download the form from the download section of Maywoodapts.com, the form will also be available in the Maywood office located at 51 East John Street, Champaign IL, or we can email one to you by calling 217.344.3677.
3. You can pay directly at Marine bank located at 1001 S Neil St, Champaign IL 61820. You can pick up deposit slips located at the Maywood office 51 East John Street, Champaign IL. Marine bank will also have rent payment slips.
4. Any checks not honored by the bank (NSF) will be assessed an additional fee of \$25.00 which will be billed to your account.

If you have any questions regarding your rent balance, feel free to call the Maywood office at 217.344.3677 to speak with an associate.

Maywood Apartments 51 E John St, Champaign IL 61820

Parking

Parking is located on the basement level of the building. These are assigned leased spots. You may sign a parking lease at any time; however it is on a first come first served basis. It is important to note that there is not a deposit required but upon move-in, first and last months' rent is due for the parking spot. It is extremely important that you park in your assigned leased spot. If there is a car parked in your spot please call Reynolds Towing Service at 217.352.5111. You must have a copy of your parking lease in your vehicle at all times. You must show this lease to Reynolds Towing if you are attempting to tow someone from your spot. You will be provided with a Maywood parking sticker. Your parking sticker must be displayed in the upper left-hand side of your rear window. Please make sure the office has your current vehicle information, including your cell phone number. We may need to contact you in case of an emergency.

- To have someone towed, call Reynolds Towing Service at 217.352.5111. Remember, Maywood Apartments is not responsible if you are towed for parking in the wrong spot. It is your responsibility to make sure that you understand where your parking spot is located. Maps are available in the office. Thank you.

General

Bikes – All bicycles should be locked up at the designated bike racks. Do not lock bikes to hand rails, fences, or any other area that may block doors, walkways or hallways; this is a fire hazard. Bikes will be removed without notice and at your expense. This is a Champaign City Fire Code and will be enforced.

No Pets – You may not keep pets in your apartment. That includes pet sitting - even for a short period of time. Pets are prohibited at all times as stated in your lease.

Security Doors – Please do not prop open security doors. This may seem convenient at times however, it is important for you to realize that you are living with others and safety is a priority at Maywood Apartments. For your convenience, we have installed a secure door buzzer for you to permit friends and relatives to enter the building.

Noise – Remember to be courteous to your neighbors when listening to music or watching TV. Per your lease, please keep volume to a respectable level. If you are warned more than 2 times you could face eviction. There will be a \$100 fine the 1st offense, \$250 for the 2nd offense, and then the 3rd offense will result in Eviction.

Bodily Fluid Clean Up- You will be responsible for you and your guest in the case that you vomit, bleed, or urinate in the building. There will be a fine assessed to you in this case.

Furnace Closet – Do not store anything in the furnace closet. This is a severe fire hazard. Also, do not block your cool air return. This will prevent your furnace and AC from performing correctly. This will raise your monthly electric bill. You are responsible for all overages.

Balconies – It is both against the law and Maywood policy for anything to be thrown from the balconies. This lawless action is a felony. You can not only be evicted from your apartment but you may also be kicked out of the University of Illinois. It is against the Champaign Fire Code to use a grill on your balconies. BBQ pits are provided for you at the ground level courtyard.

Lock Outs – If you get locked out of your apartment during business hours, stop by the office and we can supply you with a loaner key. This key must be returned immediately. If not returned within a 24-hour period, your locks will be changed and you will be charged a minimum fee of \$75.00 this fee will increase depending on the amount of roommates.

If you get locked out of your apartment, and it is after office hours, you will need to call the answering service at 217.344.3677. Press “0” for the operator. Explain your situation and they will page maintenance to assist you. Please be patient. This may take up to a ½ hour for someone to assist you.

There will be a \$35.00 fee payable to the maintenance person at the time of the service call. If you don't have the funds at that time, then your account will be billed.

If you lose your keys, you will need to call David and Harry's Locksmith at **(217) 352-5034** for a lock change. This will cost you a minimum of \$75.00. This fee will increase depending on number of roommates. This is a security issue; there will be **no exceptions** to this rule.

If you drop your keys down the elevator shaft, call the office. Our staff cannot retrieve your keys; however, we will call the elevator company to schedule a service call. This usually takes up to two days. They charge \$150.00 or more if there are complications. You will pay them directly for this service. This price could change without notice.

Garbage – For your convenience, dumpsters have been provided outside of each building for your garbage. You may not leave your garbage in the hallways of the building at any time. This is a Champaign Fire Code violation. It also attracts bugs and is extremely unsanitary. If you leave your garbage in the hallway, each violation will result in a \$25.00 per bag charge for each offence. We take great pride in our property and want all of our residents to have a clean, comfortable environment in which to live. You may not throw your garbage over the rail from any floor directly into the dumpster. This is not only dangerous, it is also against Champaign City

Code. It is a felony to throw anything from the building. With everyone's help, together we can keep it looking great!

Move-In Information

Please carefully read through the following information. It may save you time, money, and aggravation in the future.

1. You have 72 hours to fill out and return your completed apartment condition report, beginning when the 1st set of keys are handed out. If you have roommates that will be moving in late, you may fill out the condition report on their behalf. However, the condition report should be signed by all roommates. Be as specific as possible when filling out the condition report. If you list a stain or burn on your carpet, you must identify exactly where it is located, as well as the size and number of stains or burns.
2. Decoration of Apartment: You may use thumb tacks or nails. **DO NOT** use sticky tape, gum, or anchors (this will cause additional wall repair that you will be charged for). Do not tape down your cable cords or wires to your carpet (it will leave a residue that will damage the carpet). Any mirrors or shelves that you hang on the walls or doors must be removed prior to move out. No wallpaper is allowed. It is hard to remove and will damage the drywall.
3. We do not remove furniture, so if there is something that you do not want, you will have to find a place to store it in your

apartment. **DO NOT** store any of your furniture or closet doors on your balconies. They will become weathered and damaged and you will be charged accordingly.

4. Basic cable is included in the rent. If you want additional cable service you will need to contact Comcast Cable and pay the additional fees. Comcast phone: 1.888.736.6612.

Instructions for Move-In Condition Report

Attached you will find your apartment condition report. Please take a few minutes to fill it out before you start moving in. This is an important document and is time sensitive. It must be returned within 72 hours of move in. Please have all roommates look it over and sign it before you turn it in. The following are some helpful hints when filling out the condition report.

- Be very specific
- When inspecting bedrooms, label each by location (i.e. 1st bedroom on the right).
- If listing a hole in the wall or door, describe the size of the hole (i.e. nail, molly, punch), the number of holes as well as the location of the hole (i.e. punch hole to the right of the front door).
- If listing carpet damage, describe damage (i.e. burn or stain) as well as the location of the damage, size and number (i.e. 2 cigarette burns next to the sofa).
- Light fixture damage – Specify if the globe is broken or if the light bulb is missing or burnt out.
- Cabinets – Note if there is damage to the cabinets such as missing or broken doors or handles.

- Explain in detail if the furniture is damaged (i.e. Dresser top has water rings) or (i.e. Track is broken on dresser drawer) or (i.e. Sofa back broken).

We will write work orders for needed repairs from the condition report you turn in. Maintenance will then make any necessary repairs. This should happen within 30 days. If a repair requires immediate attention, please contact the office.

We strive to have your apartment clean when you arrive. However, if something has been overlooked, please contact our office within 24 hours.
Thank You. 217.344.3677

Apartment Maintenance

Report maintenance requests for your apartment by calling the office at 217.344.3677. Call as early in the day as possible to insure work orders are taken care of in a timely manner.

If you have an emergency after office hours, call the office number and follow the prompts for the after hour's service operator. Do not e-mail emergency work orders.

If you have a leak in your apartment from the roof, or if there is a plumbing issue, please notify the office immediately.

Common Maintenance

1. **DO NOT** flush foreign objects such as (ex: paper towel, grease, food, or feminine hygiene products) down the toilet. It is highly suggested that you purchase a toilet plunger to have on hand. If we have to pull your toilet for a clog due to foreign objects, there will be a \$50.00 charge.
2. **DO NOT** use anything but automatic dishwashing soap in the dishwasher. Regular dish soap will cause your dishwasher to overflow.

3. **DO NOT** allow bottle caps, broken glass, or any other foreign objects to enter your garbage disposal. **CHARGES WILL BE ASSESSED FOR REPAIRS IF FOREIGN OBJECTS ARE FOUND IN THE GARBAGE DISPOSAL.**
4. **DO NOT** pour grease down the drains
5. You are responsible to change all of your own light bulbs.
6. Make sure you close your shower curtain or shower doors completely when showering to avoid flooding the floor.
7. Make sure to clean out the lint trap in the dryer after each use. **DO NOT** overload the washer or dryer.

Prices are subject to change without notice

Subletting

The following are the conditions for Subletting your Apartment. All roommates must sign off on a Sublet agreement. Please call the Maywood office for more details. 217.344.3677

1. It is your responsibility to find a subletor for your apartment.
2. A \$75.00 processing fee will be accessed when signing a sublet agreement. All accounts must be current before a sublet can be implemented.
3. All roommates must sign the sublet form before sublet is implemented.
4. To process paperwork for sublets, you must make an appointment. All lessees and sub lessees must be present for the lease signing appointment. If one of the original lessee's absolutely cannot be present, a signed letter of authorization to sublet the apartment must either be faxed or mailed prior to the signing appointment.
5. Remember, you have paid your last months' rent upon move in, so your subletor should reimburse you for the last months' rent.

6. We highly recommend that sublets pay a full security deposit. Otherwise, any damages done to your apartment will be deducted from your security deposit. Only a full deposit can be handled through the office.
7. For partial sublets, the original security deposit must stay on. However, a partial security deposit can be exchanged between you and your sublet (the office does not handle partial deposits). You will be responsible for returning your sublease's deposit to them 30 days after the lease end date. Subtract any charges for damages that might have occurred.
8. Prior to mailing the original security deposit, any rent difference must be paid in full by the original tenant, along with any past due balance. (Full sublets only).
9. Please ask the office for a condition report if the sub lessee(s) is paying a security deposit. This must be filled out by your sub lessee(s) and turned into our office within 72 hours of move-in (this applies to full sublets only).

*****Subletting only adds a new person to your apartment; it does not release the original tenant from any financial responsibility. If your Sublettor damages the apartment or does not pay rent, it will ultimately come back on you.**

Move Out Procedure

1. All leases end at 12:00 (noon) on August 12th. Your keys should be returned at that time. If you are unsure when your lease ends, please call the Maywood office at 217.344.3677.
2. If you schedule a walk-thru of your apartment:
 - a. Your walk-thru must be scheduled at least 24 hours prior to appointment.
 - b. Everything must be cleaned and all personal property removed prior to your inspection.

- c. All sets of keys must be returned to the inspector after your walk-thru or you will incur a LOCK CHANGE CHARGE.
- d. The roommate that is present at the walk-thru will fill out the envelope that the security deposit will be mailed to. Please discuss ahead of time which roommate is to receive the deposit (it will be one check made out to all the tenants listed on the lease).

If you do not schedule a walk-thru of your apartment:

- a. All keys and fobs will need to be returned by noon on the last day of your lease or you will incur a LOCK CHANGE CHARGE (THERE WILL BE NO EXCEPTIONS).
 - b. We will do a walk-thru of your apartment after noon on your lease end date.
 - c. You will need to fill out an envelope with the address that you wish to have the deposit mailed to. If no envelope is filled out, we will send the deposit to the permanent home address of the 1st person listed on the status report.
3. Your security deposit will be mailed 30 days after the last day of your lease. There will be one check made out to all tenants listed on the lease.

Move Out Cleaning Checklist

Please keep in mind that the two most expensive expenses upon move out are cleaning charges and carpet damage. Your apartment must be left in a clean condition. The following will help you understand the cleaning requirements.

Please make sure the following are thoroughly cleaned:

General

- 1 Wipe down ceiling fan blades and sweep ceiling around fan.
- 2 Replace any burnt out light bulbs throughout your apartment
- 3 Vacuum all carpets and edges by the baseboards.
- 4 Clean inside all windows, window sills, and tracks. Wipe down all blinds.
- 5 Clean all vents on floors, walls, and doors.
- 6 Remove any hooks, mounted mirrors, etc. that you have installed and properly patch holes.

Kitchen

- 1 Oven should be completely cleaned. All residues must be wiped out of oven.
- 2 Clean stovetop, back panel, dials, front and sides of stove.
- 3 Drip pans must be cleaned including area under drip pans.
- 4 Exhaust fan or micro-hood should be free from grease and dirt.
- 5 Refrigerator should be cleaned inside and out (including shelves and under the crisper drawers). Refrigerator should be unplugged and doors left open. Don't forget to clean the top of the refrigerator.
- 6 Dishwasher should be completely emptied and wiped down inside and out.
- 7 Cabinets should be completely emptied and wiped down inside and out.
- 8 Clean all countertop surfaces.
- 9 Clean sink and faucet fixtures.
- 10 Sweep and mop kitchen floor.

Bathroom(s)

- 1 Vanity and medicine cabinet should be cleaned, including shelves and mirror.
- 2 Please remove shower curtain.
- 3 The bathtub, shower walls, and fixture should be cleaned and free of soap scum.
- 4 Thoroughly clean toilet inside and out, including around the base.
- 5 Clean soap dish and wipe down towel bars.
- 6 Wipe down walls and ceiling (should be free of hair and hair spray).
- 7 Wipe down light fixtures, electrical outlet covers, and light outlet covers.
- 8 Sweep and mop floor.

Living Room

- 1 Vacuum sofa, chair and loveseat including under the cushions.
- 2 Wipe down coffee table, end tables, dining table, and bar stools.
- 3 Wipe off blinds and clean inside windows. Wipe off window sills.
- 4 Clean light fixtures and covers.
- 5 Clean walls, ceilings, and corners.
- 6 Wipe down front door and around the door frame.
- 7 Wipe down electrical outlet covers and light switch covers.

Bedroom(s)

- 1 Wipe down baseboards.
- 2 Clean walls, ceilings, and corners.
- 3 Clean out closets (including coat hangers) and wipe down shelves.
- 4 Wipe off desk and dresser. Clean out and wipe out all drawers.
- 5 Vacuum under beds.
- 6 Wipe down light fixtures.
- 7 Wipe off blinds and clean inside of windows.

Patios/Balconies

- 1 Remove all trash, debris, furniture, doors, concrete blocks, etc. From the patio/balcony, and dispose of properly.

This list is for reference only and not intended to be all inclusive

Security Deposit Deductions

Maywood Apartments would like to keep costs down and return your security deposit, so please carefully read through the following information. The two most expensive deductions from your security deposit are cleaning and carpet damage charges.

Chargeable Damages

- 1 When hanging items on the wall, you should use nails or thumb tacks. You will need to spackle and sand all holes prior to move out. **DO NOT USE STICKY TAPE OR POSTER GUM** (this damages the drywall). All shelves and mirrors must be removed prior to move out.
- 2 **DO NOT** put duct tape or any other adhesive on the carpet. The adhesive does not come off of the carpet and therefore, your carpet may need to be replaced. If you spill something on the carpet, clean it up immediately to avoid permanent staining.
- 3 **DO NOT** put any type of tape or nails on the bedroom, bathroom, or closet doors.
- 4 **DO NOT** store furniture or closet doors on your balcony. They will become weathered and you will be charged for replacement. Also, we cannot remove unwanted furniture; we do not have the storage space. Damaged or burnt furniture will be replaced and you will be charged.

Upon move out, your carpets will be cleaned and the charges will be deducted from your security deposit. If the carpet needs to be re-cleaned, requires special treatments, or needs to be replaced, you will be charged accordingly.

Review the "Move out Procedure" (available at maywoodapts.com and at the Maywood Office), this will provide a list of what is expected prior to move out. If your apartment requires cleaning, you will be charged accordingly.

***Remember, during turnover, Maywood Apartments will bring in outside contractors and cleaning companies. If your Apartment needs to be cleaned, the charge is \$26.00 per person/per hour. Contractors charge \$45.00 an hour for wall repair. By taking the extra time to get your apartment ready, you can save money.

Thank You,

Maywood Office staff