

Suggestions For Planning Your Move

Our leases are normally set to run for a year from August of one year through July of the following year. This is because the dominate force in Champaign rentals is the University of Illinois and its schedule. A large number of our tenants are graduate students, post docs, tenure track professors and academic professionals affiliated with the university. The rest of our tenants tend to be managers and professionals.

Thus the bulk of our new tenants will be moving in the first of August on any given year. From time to time we do have units available mid-season and thus individuals moving in at other times. But the vast majority will be late July early August.

We have been in the rental business since 1991. The following are a few suggestions from our experience:

- 1) Over half of Champaign is rental properties rather than homeowners. As a result between late July and middle of August a large number of people are moving. This means that professional movers and rental trucks will be booked up. It is in your best interest to plan and schedule ahead if you plan to use local movers or rental trucks.
- 2) Prior to moving in **you need** to contact the utilities to place water and power in your name. Later in July and early August the utilities have **very very** long wait times and it is wise to make these calls now rather than waiting until later.

The current tenants by their lease are required to keep the utilities on until Noon on the 30st of July.

It is very much to your benefit to have the utilities roll over into your name at the time the outgoing tenant has arranged to have them taken out of their name.

Otherwise you may be required to be at the residence for a long period of time for meter readings and to light pilot lights in appliances, hot water heaters etc. If we have to come to light pilots we charge for this.

HERE ARE THE UTILITIES TELEPHONE NUMBERS YOU WILL NEED:

- Water is Illinois American Water: 800 - 422 - 2782 (Amwater.com/ilaw/)
- Electricity and natural gas is Ameren Illinois: 800 - 755 - 5000 (Ameren.com) *(see note below prior to contacting Ameren)*

Please remember to have your new address ready and if you live in a multi-unit building your apartment number also. The utilities will need this information.

- 3) Regarding picking up your keys etc.: your unit will be available to move into at **one p.m. on August 1st**, *unless other prior arrangements have been made*. Once you know your planned arrival time, if it is not between 1 p.m. and 3 p.m. on August 1st, prior to that date please e mail our office to coordinate.

We will have a number of properties turning during this time and our resources will be limited. This is all done out of our office at 101 W Vine Street Champaign,

IL. This is a first come first serve we do not reserve times for you to come in for keys etc.

Some of you are moving from one of our properties to another. This is always complicated as there is the gap between the end of the old lease and the start of the new lease. We will be in individual communications with you about this.

- 4) Many of you will have pet forms to complete and pet fees to pay. Do not forget to bring your check book. ***Sometimes these get forgotten and packed away.***
- 5) For the rental homes trash pickup is on early Friday morning. Outgoing tenants have been asked a number of times to plan ahead and not leave large amounts of trash at the curb Friday after pickup. However, experience suggests that there will be several who will not plan ahead so your trash container might be full!
- 6) Trash and recycling pick-up at The Hickory and The Quarters is on Tuesday. Here please **completely break down** moving boxes before leaving them in the recycling area.

NOTE for Power before you call Ameren:

- **For homes, flats and duplexes** you will have natural gas furnaces and often natural gas hot water heaters as well as electricity. Kitchen ranges vary – natural gas and electric.
 - **The Hickory**
 - The **second floor** has natural gas fired heat and on demand natural gas hot water heaters. There are no pilot lights. There is also electricity. Kitchen ranges are electric.
 - The **first floor** apartments are 100% all electric – no natural gas.
 - **The Quarters** is an all-electric building. There is no natural gas.
 - Remember at both The Hickory and The Quarters high speed internet is a provided amenity. At all other properties all data is the tenant's responsibility.
- 7) We always hope some properties will be available for early move in. When they are, it takes burden off of us during the short move in time, thus we are happy to make these arrangements.
- If we have not already coordinated with you about moving early it means your unit will not be available early thus please do not ask. If and as they come available we will contact you individually to arrange for early possession. Do be aware that the outgoing tenant may ask for a rent pro-ration. If they do you will have to pay for those few extra days of early move in.
- 8) **The Quarters** – The only building we have that has an elevator is The Quarters. **We do not** reserve the elevator for either moving in or moving out.
 - 9) **The Hickory** – Most second floor tenants use the south (Washington Street) stairwell to move in or out furniture. **PLEASE do not** park moving trucks that block the entrance to **the Complete Care Pharmacy**.
 - 10) Remember to change your address with the U.S. postal service. You can do this at the post office or on line at moversguide.usps.com.