



MOVE-IN INFORMATION

RENT PAYMENT

- All rent payments are due on the first of the month. Rent may be mailed or dropped off at:
ICM Properties
1341 W. Fullerton, PMB 105
Chicago, Illinois 60614
- You must include your building address and apartment number on your check, so that ICM can properly credit your account.
- A late charge will be strictly enforced in the event that ICM has not received full rent payment, after the 5th day of the month. Late fees are assessed at \$10.00 for the first \$500.00 of rent, plus 5% for any amount above \$500.00.
- Please make checks payable to ICM Properties
- Cash will not be accepted.
- ICM can only accept one rent check from each unit. Therefore, if you have roommates you will have to consolidate your checks.

30 DAY MAINTENANCE POLICY

- All maintenance requests made for your apartment prior to moving in will be processed and completed within 30 days of your lease start date.
- All requests will be completed as promised, as soon as possible

UTILITIES

- Please contact the utility companies necessary for your apartment **at least** two weeks before you move-in to ensure that your gas, electric and phone are working.
- The following are a list of utility companies:

ElectricComEd:	800-334-7661	www.comedmove.com
Gas	People's Energy: 866-556-6001	www.peoplesenergy.com
Phone	SBC: 800-244-4444	www.sbc.com
Cable	RCN: 312-287-5177	www.rcn.com

MAINTENANCE HOTLINE 773-549-5632

- ICM has designed an information retrieval and messaging system
- You will be able to leave your maintenance requests on this system. ICM will then be able to prioritize, distribute and track maintenance requests with this system.
- This tracking mechanism is beneficial to you, because it allows ICM to follow up on your request and ensure that it has been completed.
- When leaving a maintenance request it is imperative that you provide:
 1. Your address including your apartment number
 2. Day and evening phone numbers
 3. Detailed message of your maintenance request
- **All maintenance requests must be placed on the Maintenance Hotline 773-549-5632**

REFERRAL FEE

- ICM greatly appreciates tenant referrals. If you refer a new tenant to ICM, who signs a lease and moves-in, **ICM will pay you a \$300 referral fee.**

DIRECT DEBIT

- Many of our tenants travel for business, are not always in town at the beginning of the month, or are just busy people and time is critical. Therefore, we offer an option for rent payments – Direct Debit. With Direct Debit your monthly rent is deducted on the first of each month from your bank account. You must fill out the Direct Debit Authorization Form to be eligible for this program.
- All Janssen Properties tenants and tenants of 540 W. Briar are excluded from this program. ICM is currently developing Direct Debit for their use.

LOCKOUTS

- If you are locked out of your apartment, ICM will do their best to get you back in your apartment during business hours only.
- If you are locked-out during the weekend or at nighttime, it will be the your responsibility to contact a locksmith.
- Any cost incurred because of lockouts shall be your responsibility.

PARKING PERMITS

- Most Chicago neighborhoods have zoned parking with corresponding permits. Without the proper permit, you may receive a parking ticket.
- You can purchase permits and guest passes at your neighborhood alderman, most currency exchanges and City Hall.
- www.cityofchicago.org

PETS

- Cats are permitted in the majority of ICM buildings.
- Dogs are allowed in some buildings, only with advance written approval by ICM.
- Dogs are subject to weight restrictions and may be denied for any reason.

RENTER'S INSURANCE

- ICM does not cover your personal property.
- You are required by your lease to purchase renter's insurance.
- Purchasing renter's insurance is the best way to protect yourself when renting an apartment.



Direct Debit

Join our direct debit program

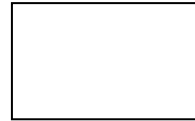
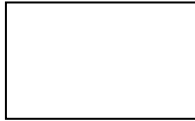
(Agreement on second page)

In conjunction with our bank, MB Financial, we have been using the direct debit program for over 8 years. We have had great success with this program and recommend it to all our tenants.

Direct Debit allows ICM Properties, Inc. to deduct your monthly rent from your checking or savings account. To sign up simply fill out the authorization agreement on the next page and submit it to our office. Do not forget to include a cancelled check.

Direct Debit is particularly useful for people who are often out-of-town or have hectic work schedules, as well as people who don't write many checks in today's electronic world.

Feel free to contact Jodi at 773-549-5443 or Jodi@icmproperties.com for more information.



AUTHORIZATION AGREEMENT FOR DIRECT DEBIT

**** Make sure to include a voided check ****

I hereby authorize ICM Properties, Inc. to initiate debit entries and adjustments according to my monthly rental agreement from my bank during my tenancy. This amount may be adjusted with every renewal thereafter and I authorize and agree that ICM Properties, Inc. may make necessary adjustments pursuant to the lease agreement, its riders and/or any renewals thereof. This authority is to remain in full force and effect until ICM Properties, Inc. has received written notification from me of its termination. Termination of this agreement will need to be given at least 15 days prior to termination date. (For example, if you choose to cancel direct debit beginning July 1, you must give written notification on or before June 15 of the same year.)

Direct Debit Information

Amount to be debited each month: \$ _____

Direct Debit to begin _____ **20** _____
MONTH

Personal Information

Name: (Print) _____ Address: _____

Signature: _____ Date: _____

E-Mail Address: _____

Cell Phone # _____ Work Phone # _____

Bank Information

Bank Name: _____ Branch (if applicable): _____

City: _____ State: _____ Zip: _____

Transit/ABA # _____ Account #: _____

Example Check **TAPE YOUR VOIDED CHECK BELOW**

Jennifer Evans
1342 N. Ashland
Chicago, Illinois 60622
Pay To The Order Of _____

Date _____

_____ Dollars

American National Bank
Chicago, Illinois 60690
Memo _____

Signature _____

071007700
(Transit/ABA#)

11863650 1128
(Account #)



ICM PROPERTIES RECYCLING PROGRAM

RECYCLING – A SHARED RESPONSIBILITY

A recycling program is in place to help your building comply with the City of Chicago's Recycling Ordinance which went into effect on January 1, 1995.

The most cost effective and easiest program has been established by ICM Properties for this building. In order to recycle, each resident must adhere to the following:

Commingled Products (aluminum, tin, glass, plastic)

- Utilize the City of Chicago Blue-bag Recycling Program (throw all materials into a blue-bag).
- Bags can then be placed into the garbage containers.
- Bags will be sorted at an approved material recycling facility.

Fiber Products (cardboard, newspaper, magazines, junk mail)

- Placed into a separate Blue-bag.
- Fiber products include the following:
 - Office paper
 - Magazines / books
 - Newspaper
 - Junk mail (can include plastic windows)
 - Cardboard
- Bags can then be placed into the garbage containers.

What Happens to the Recyclables once they are picked up?

- The recyclables are picked up by garbage trucks and taken to a sorting facility.
- Recyclables are removed and separated.
- The different materials are stored.
- They are bound together to be shipped off to manufacturing plants.

All material must be clean with no food or other contaminates!



1438 W. Belmont, Chicago, IL 60657

Maintenance Tips

Here are some helpful tips that can ease the most common maintenance requests. These should serve as a tool to check for issues. Please call the maintenance hotline for repairs.

Clogged toilets - No paper products other than toilet paper should be flushed down the toilet. Before you call maintenance, be sure to plunge your toilet and try to un-plug the clog.

Overflowing toilet - If your toilet is overflowing with water, or if you notice water around the base of the toilet, turn off the water valve at the bottom, rear of the toilet. Please wipe up excess water. This will help to prevent any further water damage to your bathroom floor.

Clogged sink and tubs - Please DO NOT use Drano and other caustic cleaners to unclog your drains. These products are very harmful to both the plumbing and our technicians servicing your drains. First try to clean out the drain and if the clog does not lessen, call maintenance. Please be sure to inform maintenance if you have used any of the drain un-clogging products.

Electrical circuit overload - Be careful not to overload the electrical breakers. Most household outlets will only supply a reasonable number of appliances at one time.

Refrigerator problems - If your refrigerator goes out, be sure to keep the door tightly closed to prevent spoilage. Call maintenance to have repairs done.

No Heat - Check your thermostat setting to be sure you have the temperature set correctly (68 degrees) and on auto, not fan. Also, check windows to make sure they are completely shut. Call maintenance to have it checked out.

Dishwasher detergent - Please use only dishwashing detergent in the dishwasher. Severe damage to your appliance can be avoided by using the appropriate cleanser.

AC not blowing cold air - If the AC runs continuously and does not blow cold air, turn off the unit and call maintenance. If you see ice on the AC unit, turn off the unit and call maintenance.

For maintenance please call (773) 549-5632

* 8pm - 8am please call (877) 549-5632

\$300.00 Referral

HELP US HELP YOU

Looking to make a little extra \$\$\$ this year?

We pay for referrals.

**Any tenant who refers a friend to
ICM Properties is eligible to receive \$300!**

Want to know more?

**Speak with your rental agent or
contact us at the main office for details!**

Email: info@icmproperties.com

Phone: 773 549-5443



- * Referral paperwork must be filled out at lease signing
- * Referral must move-in and sign a one year lease
- * Referral to be paid 45 days after new tenant moves in
- * Referral payment will be applied as a rent credit
- * Subleases & re-lets are not eligible

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