

Welcome to Bankier Apartments

I hope that you will have a rewarding year at the University of Illinois and that your stay with us will be pleasant. If you have any problems during the year, call our office at 217-328-3770. If you have an emergency after hours, call the office and follow the prompts to speak to our after hours emergency service. Here is some important information to remember:

Rent Payments

Rent is due on the 15th of each month. Rent slips will be provided in your move in packets, and are also available in the office. You must write your name and address on the rent slip, and payments can be dropped off at the Busey Bank located on 6th and Green (Do not pay rent at a different Busey); or you can mail it to the Bankier Office.

Parking

- 55 E. Healey Street and 608 S. State Street, there is one parking spot included with your apartment (your parking spot number corresponds with your apartment number).
- 303 W. Green Street, there is a parking garage under the building that requires a key to enter. Effective August 2015, the outside parking area will be leased and you will need a code to enter the gate. Only tenant who have purchased parking will have access to these areas.
- 519 E. Green- You must have a garage door opener to enter the parking garage.
- All other buildings have leased parking, so make sure you are not parking in someone's spot or you will be towed.

General

- **Lock Outs** - After hours, there will be a \$35.00 charge for lockouts. During office hours, you may stop in the office and check out a loaner key. If the key is not returned within 24 hours, there will be a \$25.00 charge. After 72 hours, if you still have not returned the key, your locks will be changed and your account will be charged.
- **Bikes** - All bikes should be locked up on the designated bike racks. Do not lock bikes to hand rails, fences, or any other area that blocks doors or hallways; this is a fire hazard. Bikes will be removed without notice if they are blocking walkways.
- **No Pets** - You may not keep pets in your apartment. That includes pet sitting for a short period of time. Pets are prohibited as stated in your lease.
- **Security Doors** - Do not prop open security doors. This damages the doors and is unsafe.
- **Noise** - Remember to be courteous to your neighbors when listening to music or watching TV. If you like to listen to either/or at high decibels, please use earphones.
- **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.
- **Balconies** - Do not throw anything off of the balconies. This is very dangerous and it is illegal. Grilling is prohibited on balconies as well.
- **Dumpsters** - Dumpsters are provided outside of each building. Do not leave your garbage in the hallways or on your balconies. There will be a \$20.00 per bag fee accessed to your account if we have to throw away your garbage.

I believe that each person should be fully informed of these rules so that he/she will know what is expected. While I feel these rules are reasonable and not too restrictive, I would be willing to discuss any aspect of them that you feel uncomfortable with.

Thank-you for your cooperation,
Miriam Booth, G.M.

Move In Information

It is very important to read through and understand the following information thoroughly. It may save you time, money, and aggravation in the future.

1. You have 72 hours (beginning when the 1st set of keys are handed out) to fill out and return your apartment condition report completed. 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, if possible.

a. 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. We inspected the apartment when the previous tenant moved out, so we are already aware of major damages, but you still must list them on your condition report so that you are not charged for it the following year.

2. When decorating your apartment:

a. 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). If you live in a building with plaster walls it can be very expensive to fix.

b. Do not tape down your cable cords, or any wires, to your carpet (it will leave a residue that will damage the carpet).

c. Any mirrors or shelves hung must be removed prior to move out.

d. Any wallpaper or borders must be removed before you move out. This includes the adhesive left on the walls.

3. Bikes must be locked up on the designated bike racks only. **DO NOT** lock your bike to the hand rails or the fences of your building. This is against the fire codes. Violators will have their lock cut (at your expense), and bikes removed without notice.

4. 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 could become damaged and you will be charged for those damages.

5. Remember to call and have the utilities set up in your name if you have not done so already.



Paying Rent

The rent is due on the 15th of each month. We have several options you can choose from to pay your rent.

1. Payment Options:

Option 1- **Pay at the Bankier Office** located at 406 E. Green Street in Champaign. You may pay with cash, check or money order. We do not have change in the office so if you pay by cash, you should pay the exact amount or we will put a credit on your account. You will need to fill out a rent payment slip with your name and address on it to be turned in with your rent. Rent slips are provided for you in your welcome packets and available in the Bankier Office.

Option 2- Sign up for our **automated bank transfer** (re-occurring). This will automatically transfer your rent payment from your account to our account on the 15th of every month. Forms are available in our office and you must provide a voided check. There is No Fee for this method of payment.

Option 3- **Pay online: Select the checking amount option.** This would be a one-time payment on the day of the month you choose. There will be a \$2.00 charge for this payment method.

Option 4- **Pay online: Select the credit card option.** This option is for credit or debit cards. There will be a 3% fee for this payment method. You should calculate what 3% of your rent is and add it to your payment. If you do not add the 3% fee onto your rent payment, we will bill it to your account.

2. Make sure that when paying your rent you include an extra **\$10.00 per person/per month** for the sanitary fee.
3. The following buildings should include an additional **\$13.00 per person/ per month** for water. They are:

303 W. Green Street (1E, 1W, 2E, 2W, & #5 Only)
406 E. Green Street
52 E. Green Street
403 E. Green Street

509 E. Green Street
509 ½ E. Green Street
624 S. Fifth Street
619 Wright Street
713 S. Sixth Street
805 S. Fourth Street (Efficiency only)
106 S. Coler Street in Urbana
1106 W. Stoughton Street in Urbana
1109 W. Stoughton Street Apt. 15 in Urbana

All other addresses have individual water meters and should have the water put into their names prior to move in.

4. If you have leased a parking spot, you can either pay for it monthly with your rent or pay for it in full when you move in.
5. There is a 5 day grace period. A **\$35.00 late fee** will be assessed if the rent is paid after the 20th of the month. If the 20th lands on a day that the office is closed, you will need to pay ahead of time or pay online.
6. Any Checks not honored at the bank (NSF) will be assessed an additional fee of **\$25.00** which will be billed to your account.
7. If you have any questions regarding your rent balance you can feel free to call the office Monday – Friday at 217-328-3770 to speak with an accountant.



Parking

If you are renting a parking spot, it is important you read the following information:



1. You must have a copy of your parking lease in your vehicle at all times or you will not be able to tow anyone from your spot.
2. Your parking sticker must be displayed in the upper left side of your rear window. If you renewed your parking lease from the previous year, it is your responsibility to get a current car sticker, they change color every year.
3. Make sure you are parking not only in the correct spot, but also in the correct lot. Some of our lots are adjacent to one another with the same spot numbers.
4. If someone is parked in your spot, it is your responsibility to call Reynolds towing to have them towed; we can not do it for you because you hold the lease. **DO NOT PARK IN ANOTHER SPOT IF SOMEONE IS IN YOURS OR YOU WILL BE THE ONE TO GET TOWED.** (In this case being the nice guy will cost you money).
5. Parking can be paid with your monthly rent. If you are a non-resident, the entire year of parking is due at the beginning of the lease.
6. If you park at 805 S. Fourth Street, you must keep the garage doors closed during the winter. The water pipes run through the garages and can freeze if the doors are left open. If you leave the doors open and the pipes freeze you will be held responsible for the damages.
7. Make sure the office has your current vehicle and contact information, including your cell phone number. We must have a way to contact you in case of an emergency.
8. Building parking information:
 - 55 E. Healey and 608 S. State Street, there is one parking spot included with your apartment. Your parking spot is the same as your apartment number.
 - All other buildings have leased parking, so make sure you are not parking in someone's spot or you will be towed at your expense.
 - 519 E. Green Street-You must have a garage door opener to enter the parking garage.
 - 303 W. Green- There is parking garage under the building that requires a key to enter. Effective August 2015 the outside parking garage will be leased. You will need a code to enter. Only tenants with paid parking will have access to this area.

*** To have someone towed, call Reynolds Towing Services at 1-217-352-5111.**

*** Remember, we are not responsible if you are towed for parking in the wrong spot or the wrong lot. It is your responsibility to make sure that you understand where your parking spot is located. Maps are available in the office.**



Apartment Maintenance

If you have an emergency* and it is after office hours, call the office at 217-328-3770 and follow the prompts for an after hour's operator. They will page out a maintenance man.

Do not email or leave emergency work orders on the answering machine, they will not be received until the next business day.

*What is considered an emergency work order?

- No heat
- Clogged toilet (if you only have one toilet in the apartment)
- Water leaking from the ceiling
- Water flooding onto to the floor
- Lock Out
- Carbon monoxide detector going off

All other maintenance requests for your apartment may be reported by calling the office at 217-328-3770 or submitting online at www.bankierapts.com. Report maintenance issues as early in the day as possible to insure work orders are taken care of in a timely manner. If you have a leak in your apartment from the roof, or if there is a plumbing issue, please notify the office immediately.

If you have a fire, call 911(Do not call the office)

Common Maintenance

1. **DO NOT** flush foreign objects such as (ex: paper towel, grease, food, or feminine hygiene products) down the toilet.
 - We highly recommend you purchase a toilet plunger to have on hand for emergencies. If your toilet overflows, shut off the water immediately (shut off is behind the toilet).
 - If we have to pull your toilet for a clog due to foreign objects, there will be a \$50.00 charge.

- If you cause a back you in your building by putting grease, food or other foreign object in the toilet, you will be charged for the sewer service to repair the lines.
2. **DO NOT** pour grease down the drains, because this causes a backup in the building. If you cause a back-up in your building by pouring grease down the drain, you will be charged for the sewer service to repair the lines.
 3. **DO NOT** use anything but automatic dishwashing soap in the dishwasher. Regular dish soap will cause your dishwasher to suds up over flow.
 4. **DO NOT** allow bottle caps, broken glass, large amounts of food 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, or you are overloading it. This is not a trash compactor, it is meant for very small amounts of food.
 5. Per your lease, you are responsible to change all of your own light bulbs. If maintenance must come out to help you, there will be a \$10.00 charge.
 6. Make sure you close your shower curtain completely and the plastic liner is pulled into the bathtub. This will prevent water from flooding the floor and leaking into the apartment below.
 7. **DO NOT** pour water or allow water to flood onto your kitchen or bathroom floors. This will cause flooding in the apartments below.
 8. **DO NOT** stack boxes or personal belongings around your furnace or water heater. This is a fire hazard and will interfere will the operation furnace.
 9. **DO NOT** allow furniture or personal belonging to press against electric baseboard heaters. This is a fire hazard.
 10. **DO NOT** turn off your heat in the winter. If you leave town over winter break, make sure your heat is set at 62 degree with your thermostat left in the "On" position.

11. If you have a washer/dryer in your apartment:

- Clean out the **lint trap** in the dryer after each use. If you can not find your lint trap, contact the office.
- **DO NOT** overload the washing machine.
 - If you have a **top load washer**, do not fill cloths over the agitator (the center piece of the washer). This is too full and will burn up your washer. Make sure you are selecting the correct water level for the size load you are doing.
 - If you have a **front load washer**, you should leave to top 1/3 of the washer empty to prevent overload.
 - Make sure to empty everything out of your pockets prior to doing laundry. If your washer/dryer requires a service call or replacement because of foreign items get caught in the machinery, you will be charged.