



PEAK PROPERTIES

www.peakproperties.biz

2201 West Roscoe

Chicago IL 60618

Welcome to Peak Properties!

On behalf of Peak Properties, we would like to take this opportunity to welcome you to your new home. For your convenience we have put together a list of useful information.

Your New Address: _____

Your Janitor's Name and Number: _____

Rent is payable to: Peak Properties

**Mail all rent checks to: Ocius LLC
Attention: Lockbox
P.O. Box 4469
Carol Stream IL 60197**

RENT IS NOT ACCEPTED AT THE OFFICE

Office Phone Number: (773) 281-5252

MAINTENANCE: (773) 697-5233

Dave Clemente, property manager: (773) 697-5242

Visit www.usps.com or a local post office to have your mail delivery address updated.

Helpful Numbers

Gas Company **	People's Energy	(866) 556-6001
Electric Company	ComEd	(800) 334-7661
Phone Company	Ameritech	(800) 244-4444
Cable	Greg (Comcast)	(773) 396-8675
Driver's License, Plates, Titles	Secretary of State	(312) 793-1010
Parking Permits	City of Chicago	(312) 744-5346
Voters Registration	Board of Elections	(312) 269-7900

(Note: Tenants are responsible for setting up their own utilities)

** Natural gas prices tend to rise significantly during the winter, and decrease in the summer. You will find that signing up for People's Energy Budget Plan is beneficial to those trying to anticipate energy costs.

Rent Payments

•The majority of our buildings receive a billing statement requiring you to mail your payment and the attached remittance statement in the envelope provided. Please make all checks out to Peak Properties, unless you are instructed otherwise.

Move Ins/ Move Outs

- All move-ins are to take place on the first day of your lease.
- Move-outs and return of all keys must take place on or before midnight on the last day of your lease. Please refer to our vacating procedures for further information.

General Maintenance

If you require maintenance on your apartment, please call the office to place a work order. In the event that you are unable to reach someone at the office, please call your janitor. You can also email Dave at dclemente@peakproperties.biz. **Please note:** The Emergency Answering Service is to be used only in the case of a real emergency.

Furnace Air Filters

All furnaces have air filters. In order to keep the air you breathe fresh, it is important to have clean filters. Filters for furnaces are the responsibility of the tenant. Should you need help replacing a filter, please call your janitor.

Smoke and Carbon Monoxide Detectors

Smoke and carbon monoxide detectors save lives. With this in mind, landlords are required to provide both devices in all apartments (with the exception of apartments with radiator heat, where carbon monoxide detectors are unnecessary). If you do not have these in your unit, please call us. Replacement of batteries for smoke and carbon monoxide detectors are the responsibility of the tenant. For your safety, please test and replace the batteries twice a year.

Lockouts

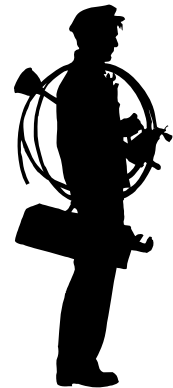
If you are locked out of your apartment, we will always do our best to get you in to your apartment. Call your janitor first, and if there is no response, call the office. Ultimately, it is your responsibility to get back in to your apartment. If you call to report a lockout, and we are unable to help you for any reason, it is your responsibility to arrange for and pay for a locksmith.

Referrals

We greatly appreciate referrals, and we are pleased to offer a \$200.00 rent credit to any current tenant that refers us a new tenant who signs a one year lease, moves in, and pays rent on time for three months.

We want your stay at Peak Properties to be trouble free, safe, and secure. If you have any questions that are not covered above, please contact the office and we would be happy to assist you.

Sincerely, The Staff At Peak Properties



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