



MOVE-IN INFORMATION

RENT PAYMENT

- All rent payments are due on the first of the month.
- 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.

PAY BY CHECK OR MONEY ORDER

- Rent may be mailed or dropped off at:
ICM Properties, Inc.
1341 W. Fullerton, PMB 105
Chicago, Illinois 60614
- You must include your building address and apartment number on your check.
- Please make checks payable to ICM Properties, Inc.
- 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.

PAY ONLINE

- You can now pay your rent online via credit/debit card or by e-check from your checking or savings account through our website.
- Go to www.icmproperties.com, click on the link “**Pay Online**” and set up your account
- E-check payments are free but all other forms of payment are subject to fees.

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.
- For more information about Direct Debit go to www.icmproperties.com and click on “**Tenant Info / Direct Debit Information & Agreement**”
- All Janssen Properties tenants and tenants of 540 W. Briar are excluded from this program. ICM is currently developing Direct Debit for their use.

MAINTENANCE REQUEST LINE - 773-549-5632

- **Maintenance requests should be placed through our Maintenance Request line 773-549-5632**
- ICM will 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 submitting 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
- You can also submit your maintenance requests online through our website: www.icmproperties.com and clicking on the link “**Maintenance Request Form**”
- You can email maintenance requests to: maintenance@icmproperties.com
- Finally, many of our buildings already have an engineer assigned to maintain them. These engineers can resolve most standard maintenance issues. To see if your building has an engineer go to our website: www.icmproperties.com and click on the link “**Tenant Info / Engineer List**”

30 DAY MAINTENANCE POLICY

- All maintenance requests made for your apartment at lease signing or move 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 is a list of utility companies:

Electric	ComEd:	800-334-7661	www.comed.com
Gas	People's Gas:	866-556-6001	www.peoplesgasdelivery.com
Cable	RCN:	312-804-2517	www.rcn.com
Phone	AT&T:	800-244-4444	www.att.com

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.**

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 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.
- For more parking information visit: www.cityofchicago.org

PETS

- Cats are permitted in the majority of ICM buildings.
- All pets require a Pet Addendum for review and approval **before** you bring a new animal into your apartment. There is an annual per pet fee that tenants will need to pay.
- For more information and to download a copy of the Pet Addendum visit our website: www.icmproperties.com and click on the link "**Tenant Info / Pet Addendum**"

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

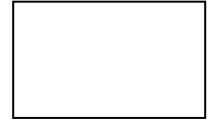
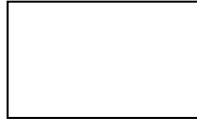
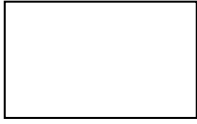
Join our direct debit program

In conjunction with our bank, MB Financial, we have been using the direct debit program for over 9 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 ICM 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

Date _____

Pay To The Order Of: _____ Dollars

American National Bank
Chicago, Illinois 60690

Memo _____ Signature _____

071007700
(Transit/ABA#)

11863650
(Account #)

1128



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 blue or clear bags (throw all cleaned recycling materials into one of these two approved bag types and seal it up).
- 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 or clean 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

– MOVE-IN CHECKLIST –

BEFORE YOU PICK UP YOUR KEYS...

HAVE YOU... **PAID YOUR FIRST MONTH'S RENT?** YES! NO
Remember to bring a check or money order with you when you come to pick up keys. You can also visit our website and pay online at: www.icmproperties.com (click "Pay Online" to get started). We do not accept cash.

HAVE YOU... **CONTACTED PEOPLE'S ENERGY TO SET UP GAS SERVICE?** YES! NO
Please contact People's Energy: 866-556-6001 to register gas in your/your roommate's name. Or visit them online @ www.peoplesgasdelivery.com
WRITE DOWN YOUR METER & ACCOUNT NUMBERS BELOW:

HAVE YOU... **CALLED COMED TO SET UP YOUR ELECTRIC SERVICE?** YES! NO
Please call ComEd at 800-334-7661 to register electricity in your/your roommate's name. Or visit them online @ www.comed.com
WRITE DOWN YOUR METER & ACCOUNT NUMBERS BELOW:

HAVE YOU... **REMEMBERED TO BRING PROOF OF INSURANCE WITH YOU?** YES! NO
Proof of insurance is required at time of move-in. A good place to start your search for a quote is www.rentersinsurance.net. We also recommend Daniel Weisenberg @ Farmers Insurance (847) 715-9895 or dweisenberg@farmersagent.com

HAVE YOU... **SCHEDULED CABLE SETUP & INSTALLATION?** YES! NO
We suggest you call one of these two dedicated representatives to get the best deal as well as set up your installation:
Sherie at RCN - (312) 804-2517 or sherie.mckinney@rcn.net
Ron at Comcast - (773) 406-3369 or ronald_byas@cable.comcast.com

HAVE YOU... **SCHEDULED MOVERS OR RESERVED A TRUCK FOR THE FIRST?** YES! NO
You can get free quotes from a half dozen local moving companies @ www.moving.com or contact U-Haul @ 1-800-GO-U-HAUL (1-800-468-4285) or www.uhaul.com

HAVE YOU... **SET UP A FORWARDING ADDRESS WITH THE US POSTAL SERVICE?** YES! NO
The US Postal Service makes it easy for your mail to follow you to your new ICM home. You can learn how by calling 1-800-ASK-USPS (1-800-275-8777) or visit: <https://moversguide.usps.com>

We understand that moving can be stressful but with a little homework and the right amount of planning you can make it as smooth and painless as possible!

\$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



1438 W. Belmont, Chicago IL 60657

PAY YOUR RENT ON-LINE NOW!



Icm Properties, Inc. has teamed up with PayLease Inc. to streamline our rent collection! You can now eliminate the burden of mailing your lease payment every month! Through PayLease, you will now be able to pay your lease payments via credit/debit card or an e-check from your checking or savings account. You can make a one-time payment at www.paylease.com or sign up to have your payments automatically withdrawn each month. It's that easy! No more hassle and no more late payments.

Fees:

- E-check (ACH) debit from checking/savings account: **FREE**
- MasterCard/Discover (Debit or Credit Card)- 3% per transaction
- American Express- 4% per transaction
- VISA (Debit or Credit Card)- \$22.95 per transaction

Why should I use PayLease?

- Eliminate the cost of postage and handling of lease checks
- Ability to make payment with a credit card and earn more rewards including mileage points and cash back incentives
- Customize payment notification reminders for upcoming payments
- Flexibility of choosing the day of debit payment allows for better money management
- Automatic payment eliminates late payments. One late fee can be more than over 2 years of PayLease Transaction fees!

How do I sign up?

In order to sign up, please go to www.paylease.com and click on the "Click to Pay Now" button on the home page. It will ask you to enter in the address for which you are making payments for and then will link you to that property in the system. Once you are logged in, select 'Make Payment' to make a payment or "Automatic Payments" to set up an automatic debit each month. It's that easy!

How does PayLease work?

Once you are a member of PayLease, you can go to www.paylease.com and make payments to your property manager with either a credit card or a debit from your checking account. Standard processing takes 2-3 business days for a payment to process to your Property Manager. If you select ExpressPay, your payment will be processed for next business day deposit. Your Property Management Company is notified of your payment initiation date and time. Business days include Monday-Friday excluding weekends and holidays. It is important to remember these processing times when making a payment ON TIME.

Is there a contract or can I cancel at any time?

With PayLease there is no contract. PayLease is an option for you to make your lease payments easier. If you opt to be a member of PayLease and still send in a paper check, you will not incur any monthly fees for not using the service. Fees are incurred only when you process a payment.

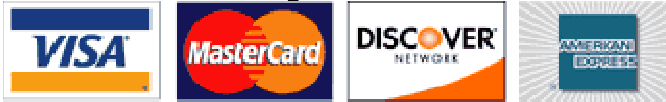
Questions? Please contact a PayLease Representative at (866) 729-5327 or at support@paylease.com



PayLease Inc.
5790 Miramar Rd.
Suite 201
San Diego, CA 92121

Toll Free: (866) Pay-Lease
Phone: (858) 657-9391
Fax: (866) 492-2883
E-mail: support@paylease.com

Credit Card Payment Authorization



Transaction Amount: \$ _____

***Transaction Fee Below**

Payment type: _____

(Ex. Lease Payment, Sec. Dep, Application Fee)

Card Number: _____

Card Expiration Date: _____

Month / Year

CVV2 Number: _____

Last three digits on the back of Credit Card

Cardholder's information:

First Name: _____

Last Name: _____

Billing Information (Address where statement is mailed):

Address: _____

City: _____

State: _____

ZIP/Postal Code: _____

E-Mail (For Receipt): _____

Residents Information:

(If the same as Cardholder, please disregard)

First Name: _____

Last Name: _____

Management Company: _____

Property Address: _____

Unit Number: _____

*Please include unit number if applies

Property City: _____

Property Zip: _____

Phone Number: _____

I, the cardholder for the credit card above, agree to allow PayLease to debit my card for the amount stated above AND the related transaction fee. By signing this authorization, I agree that I will not dispute this charge through my credit card company.

Signature: _____

Transaction Fees:

***Mastercard/Discover: 3.25% of total transaction**

***American Express: 4% of total transaction**

***VISA: \$22.95 per transaction**

***VISA: \$2000.00 limit on VISA transactions. If the transaction amount is higher than \$2000.00, PayLease will process the transaction in multiple payments under \$2000.00 totaling the transaction amount. Please be advised a transaction fee of \$22.95 will be assessed per payment.**

***\$1.00 added to transactions under \$200.00**