

BERTSCH PROPERTIES

Neighborhood Office:

4554 N. Maplewood
Chicago, IL 60625
Tel 773.267.1115
Fax 773.267.0050

Date: _____

Dear _____:

Welcome to the building! Please sign both copies of the lease and return the original with **your first month's rent** payable to **Eloy Burciaga**. After your lease is signed and your first month's rent is paid, please call Ned to arrange your key pickup. Move-ins before the start of the lease may be charged a prorated rent.

You may want to call the following utility companies before you move in to avoid delays in service start-up:

- People's Gas (Cooking) (866) 556-6001 or www.peoplesenergy.com
- Com-Ed (Electric) (800) 334-7661 or www.exeloncorp.com
- AT&T (Suggested Phone, DSL) (800) 244-4444 or www.sbc.com
- Comcast (Suggested Cable)..... (800) COMCAST or www.comcast.com
- RCN (Suggested Cable) (800) RING-RCN or www.rcn.com

Other Useful Numbers

- After hours emergencies:
 - Ned (773) 552-6038 (3x in a row for emergency)
- Non-emergency work orders (312) 726-0151
- Property Manager (Ned) (773) 552-6038

With regards to moving, our rules are simple. All new tenants must use the rear stairways/porches to move in their furniture and all other personal items. We prefer to keep the main entry corridors in good condition for you and for future tenants. Please schedule your moving trucks to arrive between the hours of 9am and 7pm in order to minimize noise interruptions for other residents of the building.

As you unpack, please be sure that boxes and items that need to be thrown out are discarded in the building's dumpster. If the dumpster is full, please call the neighborhood office or the non-emergency work orders number listed above. Lastly, after a few days in the apartment, if you have noted any items that may require repair, please compile a list and fax to the neighborhood office to schedule a service call to your apartment.

Please feel free to call us with any questions or visit us on the web at www.chicagorentalapartments.com. Thank you for choosing our property as your residence.

Sincerely,

Ned Pelinkaj
Property Manager