



# Hanging Out, LLC

1922 N Wood St, Chicago, IL 60622  
Phone: (773) 384-3900, Fax: (773) 913-9000

[www.hangingout.net](http://www.hangingout.net)

Welcome to a Hanging Out Apartment!

# Move IN information

## **Contact:**

The best way to contact us in a non-emergency situation is to send an email to [manager@hangingout.net](mailto:manager@hangingout.net). This way we have a record of your problem or request. When we contact you, it will be via email unless it is an emergency.

## **Maintenance:**

We ask that you report ANY problems. We would rather know about it now, when it is a little problem, than find out about it later, when it becomes a much bigger problem, like the time a small leak turned into a ceiling falling down. Sometimes the remedy may be simple, other times there may not be a quick solution.

**Drains: NEVER pour any drain openers into drains;** It wont work and just eats away the pipes. Call us, if needed.

**Toilets:** Do not flush **TAMPONS** or anything large, it will clog the pipes and you will have to pay to fix them.

**Fuses:** Your apartment is fully rehabbed, so if a circuit break blows please notify us, as this should never happen.

**Filters:** All furnaces have filters, to keep you air fresh, you should change your filter each month.

**Smoke/CO detectors:** Every unit has them. If yours are missing please notify us. The batteries are your responsibility.

## **Rent:**

All checks are due at Hanging Out (at the address above) by the 1<sup>st</sup> of the month. They are considered late if they are not there by the 1<sup>st</sup>. If you mail your checks, be sure to mail them ahead of time so they arrive on the 1<sup>st</sup>. There is a late fee that is governed by Chicago that is equal to \$10 for the first \$500 in rent and 5% of the remaining rent.

## **Moving:**

We know this can be a tough situation for both the people moving in and the people moving out. We ask both groups to be considerate of the other. If you need extra time to get in or out, this may be negotiable. However, your lease starts at 12:01am on the day of the start of your lease and ends at 11:59pm on the day of the end of your lease.

## **Apartment Condition:**

Please examine your apartment when you move in. If you feel there is something wrong, please notify us immediately. The Move Out information is included in this document and these things will be asked of you when you move out. When you are moving out, it is too late to complain about a problem you had a year ago moving in. If your apartment has a screen door be careful because if left open the wind may rip it off and you will be responsible. If you cause water damage you will be responsible.

## **Insurance:**

We highly recommend that you purchase renters insurance. If there is a busted pipe, flood, fire, etc, we do not have insurance for your belongings.

## **Painting:**

If you plan on painting any of part of your apartment you must notify us. Additionally, before you leave you must paint the unit back to Benjamin Moore Super Spec Bone White paint. Please see move out info the exact details. If the apartment is not painted back to that color, you will be charged to have it painted.

## **Animals and Carpets:**

If we have agreed to allow you to have an animal in your apartment and you have carpet, the carpet must be steam cleaned before you move out, or we will do it for you and charge you for it.

## **Referrals**

We greatly appreciate referrals, and we are pleased to offer a **\$200** credit to any current tenant that refers to us a new tenant who signs a one year lease, moves in, and pays rent the first month's rent on time.

## **Alarm systems:**

For those units that have alarm systems, these are **NOT** monitored by the alarm companies. If you want that, it is a separate \$30 or more fee from the alarm company. We highly advise against this.

## **Laundry:**

Many units have laundry machines in them, in other buildings it is in the common space. Do not overload the machine as it will not work. It wont spin your clothes dry and ultimately it will just break the machines.

## **Garages:**

Be careful what you leave in the garage if you have a spot. Garages are often broken into and if your bicycle is not physically locked to something in the garage, it may get stolen.

## **Utilities:**

You must have the utilities turned on and put in your name effective the date of your move in.

For electric you need to contact Com Ed 800 334-7661

For heat and gas you need to contact Peoples Gas 866-556-6001

The local land line phone service is from SBC 800 244-4444

You can get TV service from Comcast Cable or DirecTV or DISH Network

## **Helpful Stores:**

If you are new to the region the best areas near by to shop for household things are:

Elston Avenue between Fullerton and Diversey & Clybourn Avenue between North and Diversey

North Avenue between Elston and Halsted.

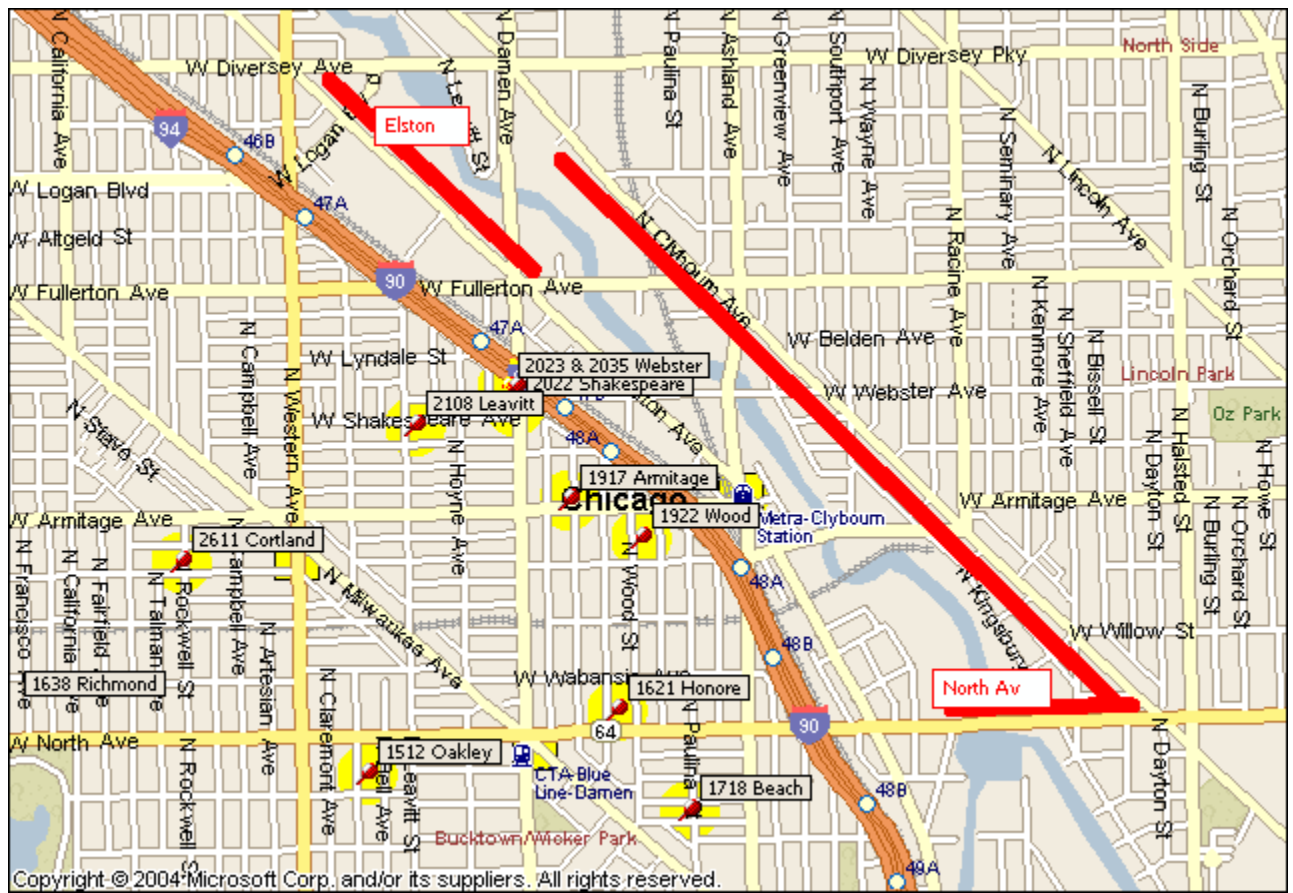
There are many big box retailers on the three stretches,

Home Depot 1232 North Av or 2570 N Elston

Bed, Bath and Beyond 1800 N Clybourn

Target 2656 N Elston

Best Buy 1000 North Av or 2100 N Elston



# Move Out Information.

## Procedures for vacating your apartment:

Please be advised that you are contractually obligated to vacate the premises by 11:59 p.m. on the last day of your lease should you choose not to renew, or if we choose not to renew your lease. If you have not vacated the premises and returned all keys to us by this time, we will enforce the **HOLDOVER** item in your Lease which states that you will be liable for double the monthly rent in the event that you (the Lessee) retain possession of all or any part of the apartment after the ending date of your Lease.

### A. At Lease Expiration

Your Lease is a contract that obligates you to pay your apartment rent for the entire term of the Lease. However, you can choose not to renew your Lease and vacate your apartment at the expiration of the Lease, but you are required to give us notice of your intent to vacate your apartment no later than 60 days before your Lease expires. In such instance, you are required to do the following:

1. Give 60 days notice to vacate in writing.
2. Pay your rent in full, each month through the end of your lease including any late charges or charges for damages.
3. Not damage your apartment beyond normal wear and tear.
4. Clean your entire apartment and return it to us if no one has lived there.
5. Turn in your keys before your lease expires. If keys are not returned to us you will be charged \$250 for lock replacement.

### B. Prior to your Lease Expiration

If circumstances are such that you need to move before the expiration of your Lease, you have two options: You can Buy-Out your lease or you can try to sublease and break your initial lease. Please see the breaking the lease document. If you are permitted to break your lease, you will still be required to comply with Items A1-4 above.

## When you move out, these are the things that are required and what we will be inspecting & looking for:

Your place needs to be cleaned and returned to us as though no one had lived there.

If you clean the place yourself, please do a very good job. If you spend an hour just doing a cursory cleaning, the apartment may not be acceptable and you will be upset when we have to charge you for a cleaning even after you spent some time cleaning the place. Be sure that you clean all cabinets, shelves, appliances (refrigerator, oven, stove, microwave, dishwasher, etc) sinks, tubs, showers, floors, carpets and anything else that is required.

If you choose to have us do this, we will hire a service and make a deduction from your security deposit. The charge ranges anywhere from \$80 to \$300 depending on the size of your unit and how dirty it is. This is the charge that comes directly from the cleaning company and we pass it along to you.

If there is an odor in your apartment after cleaning, we will consider the apartment not cleaned. Residual smells are usually caused by animals or smoking. If this is the case you will be charged for painting to remove the smell.

ALL light bulbs must be working. If even 1 bulb needs to be replaced there is a \$60 charge plus costs of the bulbs. ALL batteries must be working in devices such as thermostats (for Heating and A/C), smoke and CO detectors. If we have to replace any of these there is a \$60 charge.

If any painting occurred, the apartment must be painted back to Benjamin Moore Super Spec Bone White. Benjamin Moore can only be purchased at hardware stores like Ace Hardware or at Benjamin Moore paint stores. The best place to find a store is at <http://www.benjaminmoore.com/> or by googling for Benjamin Moore. The paint quality must be Super Spec, and if you buy something that is not Super Spec, it may not match. If there are two tones on the wall, we will have to re-paint. Kitchens and bathrooms are typically Semi-Gloss, while the rest of the apartment is Flat. This is important as well, because of you don't paint the proper sheen, the paint won't match either.

**After move out and expiration of your lease:**

Your apartment will be inspected. We will then wait about two weeks or so while the new tenant is in the apartment to see if there are any other problems that they find that we didn't see.

Around 3 weeks from your lease expiration we will send you the final itemization of your security deposit in your *security deposit return receipt*. You will need to sign that document and either email it back, send it back or drop it off with us. If you email, fax or send it back, we will then send you your check. If you bring it to our office we will hand you your check at the same time.

According to Chicago Law we are required to invoice you for any charge within 30 days of your move out / expiration of your lease and then send you your deposit within 45 days of your move out / expiration of your lease. However, we will try to follow the much shorter schedule in the paragraph above.

You will need to email us your forwarding address as to where to send the security deposit. Obviously, we can only refund your deposit if we have this address.

Thanks for renting from us, and please feel free to check our website in the future if you or your friends are looking for an apartment.

Thanks,  
The folks at Hanging Out, LLC