

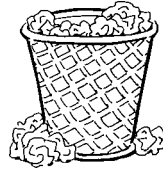


## SMOKING:

Here at Illini Manor we have a strict ***No Smoking*** policy for the hallways and common areas of the building. The common areas of the building include: the elevator, hallways, stairwells, the vending room, the foyer, and the laundry room. Please limit your smoking locations to outside the building and in your apartment. When smoking in your apartment, please be considerate of others living on your floor as some people may be allergic to smoke. Some things you can do: roll a towel or rug and place it at the base of your apartment and bathroom doors to keep the smoke from entering someone else's space. You can open your apartment window slightly for ventilation or open the vent on your air conditioner unit and run the fan. Many residents in the building are having a very difficult time dealing with the smoke, especially late at night. We appreciate everyone's cooperation and understanding.

## LAUNDRY CARDS

If you purchase laundry cards from the office, please return them once you have a zero balance. We send the cards back to the laundry company to be recharged. In doing so they do not charge a card fee in addition to the amount put on the card.



## TRASH:

Your trash should be taken to the dumpsters located outside the building at the East end, in the brick area by the bike racks. Please do not set your trash outside your door, as this not only looks bad, but it could cause a pest problem. This is something that we don't want, so please, grab your trash and dispose of it properly on your way out. Help keep our hallways and stairwells clean. If you drop it, pick it up!

## PEST CONTROL:

The entire building will be treated by Terminex over break on Tuesday, March 20th. If you will be out of town over spring break, please prepare your apartment before you leave. If you would like your kitchen cabinets or bathroom sprayed please empty their contents. Thank you for your cooperation.

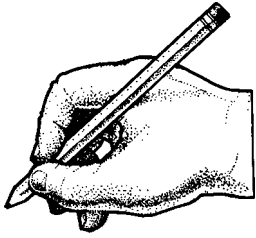
## SECURITY BUILDING:

The building has a timed security system that locks the building at regular intervals. This time of year it is unlocked at 6:00 a.m. and locked at 6:00 p.m. When the time changes it will be 7:00 a.m. and 7:00 p.m.

We ask that if you are entering the building after it has been locked that you not let anyone else in who is not with you. If they aren't going to your apartment and you don't recognize them as someone living in the building, simply state, "this is a security building, you will need to let yourself in or buzz the person you are coming to visit. Sorry!" By doing so, this will cut down on the number of people roaming the halls who should not be in the building.







## SUBLEASES:

Remember, your lease specifies a \$35 lease assignment (sublease) fee and that you are assuming a certain degree of risk with any

sublease. Although we do collect a security deposit from the new tenant, in a sublease, you are responsible to us, and the subtenant is responsible to you. For example, if all you can get for your apartment is \$100 for the entire summer, this really just boils down to \$65. With the added liability, it may not be worth the risk. Be sure you give this some thought and establish a bottom dollar number before you begin serious negotiations.

## CAN'T OR DON'T WANT TO SUBLEASE?

If you intend to vacate your apartment after finals and won't be subleasing, please let us know. As soon as all of your rental payments have been made and the keys turned in, we will begin processing your security deposit. In other words, we can have your deposit back to you in early July instead of September. Just let us know.



## Plant Club:

Are you worried about your plants over spring break? If so, let us know, we will make a list of apartments which have plants that need to be watered and we will see to it that they are watered at least once during that week. We cannot, however, take responsibilities for casualties.

There is no charge for the service. In the past, several of you have taken part and we have been very successful thus far. Just drop in and see us in the office.



## Keep us Busy

We've begun putting a list together of work that needs to be done in the apartments over spring break. You can email us, call us, or stop by the office, or drop a note with your suggestions in the drop

slot next to the office door.

## BEFORE YOU LEAVE FOR BREAK.....

We hope that you will have a chance to get a short change of scenery during the next week or so, but don't forget to prepare your apartment for your trip. Below is a brief checklist.

**Garbage** - boy can it smell if you don't take it out!!!!

**Windows** - closed and locked.

**Heat** - turn it down a little, but not off.

**Lock your bathroom door.**

**Lights off.**

**Deadbolt locked.**

**Don't forget to bring your key back with you!**

## HAVE A GOOD BREAK AND TRAVEL CAREFULLY!

Illini Manor Management Team