

## SURVIVING AT ILLINI MANOR

***Welcome to Illini Manor!***

***We hope that you will take a few minutes to read this "Operating Manual " for your apartment. We have designed it to be as fast and easy to read as possible. Please save it and use it as a reference for questions which are sure to crop up later during the year.***

***Among other things, this handout explains how to use and find the building's facilities, it outlines what you can expect from us, and what we will be expecting from you, and it is guaranteed to answer questions that you don't even know that you have.***

***We urge you to read this survival kit just as soon as you can. You'll be glad that you did and so will we!***

**Apartment Condition Reports:** Accompanying this handout we are giving you an apartment condition report form for you to complete and return to us. At the end of the lease period, you will be asked and expected to leave your apartment in the same condition that it was when you moved in. We always inventory and clean every apartment at the end of a lease period, however, due to the short period between subleases we are occasionally unable to inventory before a subtenant moves in. So, on this sheet you should list any damages or uncleaned appliances. In addition, shortly after school starts, we will be around to those apartments that need repairs in accordance with the returned inventory reports.

Upon your departure, we will inspect the apartment and compare its condition to this report. If you fail to clean the apartment or if you damage any of the furnishings, charges will be made to your damage deposit to cover our costs of cleaning or repair. Allowances will be made for normal wear and tear.

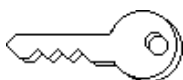
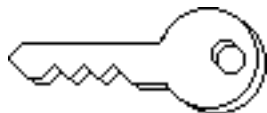
**Keep Your Apartment Clean:** You are, of course, responsible for maintaining a high standard of cleanliness in your apartment. An unclean apartment attracts insects and provides a breeding ground for them. From there they travel to other apartments and become bothersome pests. Included in this handout is a section giving a few tips on how to avoid attracting bugs and explaining our spraying program.

**You Have 3 Keys:** Every tenant should receive three keys — one to operate the deadbolt lock on your apartment door; one to operate the lock on your private mailbox; and one which opens the building's security doors and your floor's oversized mailbox compartment.

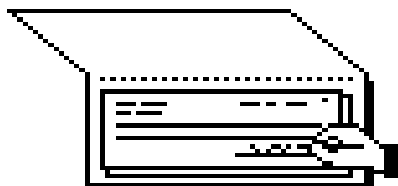
**Duplicate Keys:** Duplicating keys is not permitted and the locksmith will not make them for you without our written consent. If you feel you need an extra key, see us in the office.

**Privacy and Security:** The lock on your front door is one of the best and should provide quite adequate security for your apartment. A chain lock is not provided and installation of one is prohibited. In its place we have installed peephole viewers. These are actually safer than the traditional chain lock in that you do not have to open the door to see who is knocking. If you feel a precautionary question is in order, you will find that your voices will carry sufficiently through the metal door.

The door knob on your apartment door does contain a key way.



**RENT IS DUE ON THE FIRST DAY OF EACH MONTH. PERSONAL CHECKS AND MONEY ORDERS, WITH YOUR APT. NUMBER ON THEM, MAY BE LEFT IN THE DROP SLOT NEXT TO THE OFFICE DOOR.**



**ALWAYS GET A RECEIPT FOR CASH RENTAL PAYMENTS AND NEVER LEAVE CASH IN THE DROP SLOT!**

**YOU CAN PROTECT YOUR SECURITY DEPOSIT BY PROTECTING YOUR WALLS.**

Please note, however, that this lock has been deactivated and is no longer functional. To lock your door you must use your key in the deadbolt lock. Deactivation of the knob locks was performed to eliminate lock outs and to encourage our tenants to use the deadbolt lock. You can't lock your keys in your apartment when you use the deadbolt lock.

**Ooops! I Forgot My Keys:** Hopefully you will be able to avoid this situation, but if you do find yourself locked out, you'll need to find help. Our resident manager, #124, will loan you a key for your door. Be prepared for a charge for the inconvenience (\$5). If you can't find him/her either, you can call our office in Illini Manor. If after hours, contact the emergency phone number. As we live far from the building, you may have to wait awhile for us to come in to campus. (*Hint:* seek help as soon as you recognize your predicament. We may not be reachable later!)

**Your Apartment Circuit Breakers:** The gray box in your bathroom contains the circuit breaker that control the power for both apartments. In most cases, the row closest to your apartment controls your power and vice-versa. (You should always flip the breaker controlling the stove to the OFF position before cleaning it.)

**On Paying Your Rent:** Your rent is due on the first of each month and checks should be made payable to Illini Manor Apartments. At the top of each check please print your apartment number clearly. This will greatly help us in the office. Incidentally, we do prefer personal checks or money orders to cash, as they have automatic receipts. You can drop them off at the office in Illini Manor (401 E. Chalmers, #123). Your rent is due on the first and will be considered late if not paid by the 5th. A \$5 per week late charge will be assessed on late payments. NOTE: We charge \$15 for each returned NSF check and almost every bank in town will charge your account \$15 or more, as well. Keep an accurate balance in your checkbook register and make sure that your checks don't bounce.

**On Leaving Your Mark:** Please! No decals, tape or paste on the walls, mirrors, doors, furniture, etc. This includes stars on the ceilings. It is time-consuming to remove this goo, and we shall have to make an outrageous deduction from your security deposit. Any picture or plant hanging is at your own risk. We recommend strong fish line for hanging plants and pictures. The beauty of the fish line is that it is invisible, does not damage the walls, and easily attaches to the metal ceiling supports. See us if you need some -- we have a spool in our office. A neat way to hang things from the ceiling tile grid (along the wall or otherwise) is with *Barnacle® Display Hangers*. They are easy to install, look good, and are available at hardware stores for about \$4 for a package of 4.

**Where to Dump It:** We have two dumpsters at the east end of the building (outside) next to the bike racks. Your garbage should be dumped here, and here only. Do not try to unload it in the vending or laundry rooms.

We also have a recycling center and we hope that you will make a habit of using it. Barrels are marked for newspaper, cans, and plastic. Please keep in mind that the "newspaper" barrel is for newsprint only, both aluminum and tin cans can go in the "can" barrel, and only plastic in the "plastic" barrel. Champaign County (not to mention the rest of the world) has a serious solid waste problem and your recycling efforts will be sincerely appreciated.

**Hallway Storage:** Occasionally we will find empty boxes, or bags of garbage set just outside the apartment door in the hallway. We really frown on this practice and cannot permit anything to obstruct our hallways. Please keep such materials in your apartment until you are ready to make a trip to the dumpsters or recycling center.

**Illini Manor Has a Sundeck:** If you feel the urge to study in the sun, barbecue your dinner, or just get some fresh air and take in the view, give our sundeck a try. It's located at the west end of the sixth floor and is designed for Illini Manor tenants and their guests only (your room key will be required to open the door). The deck is furnished with lawn chairs and a gas grill.

Although the ratio of one grill for 130 tenants seems kind of disproportionate, it does seem to work out quite well. At time you may have to wait 30 minutes, but the wait will be well worth it. *Only one word of caution -- TURN OFF THE GAS WHEN YOU ARE DONE! PLEASE!!*

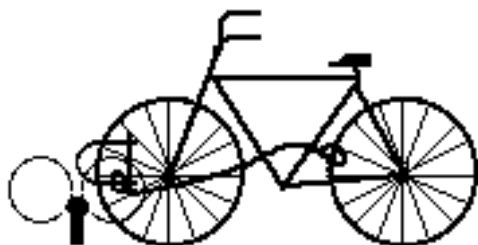
The deck is designed strictly for your benefit and pleasure; however, due to insurance regulations and out of general courtesy for other tenants, there are three restrictions:

- 1) No beer or alcohol (we will overlook carry-on drinks and dinner wines, but absolutely no kegs, ice chests, or fifths);
- 2) No large or noisy groups or parties; and
- 3) It must be closed during the winter months.

Your quiet and courteous use of the sundeck will be appreciated by those who will be using the deck after you, as well as those who live nearby. Please read the rules and regulations for using the sundeck that are posted on the sundeck door, you'll be glad you did!

**NOT ALL TIME MAGAZINES ARE ALIKE.....BE SURE TO TAKE YOUR TIME MAGAZINE FROM THE MAILBOX, NOT SOMEONE ELSE'S.**

**YOU'LL NEED A PARKING STICKER FOR YOUR BIKE OR MOPED.....**



**DO NOT PARK YOUR BIKE ON OUR BALCONIES OR WALKWAYS AND DO NOT LOCK BIKES TO OUR FENCES OR RAILINGS.**

**Mail and UPS:** The postman will deposit letters and postcards and other small mail directly into your mailbox so be sure your name is always legible on the mailbox door. Larger mail is deposited in the large community mailboxes located at the base of the staircases. This mail is sorted by floor and your large security key will open your floor's compartment. Floors 1 - 3 are at the base of the front staircase and floors 4 - 6 are at the base of the back staircase. Make it a routine to check your compartment daily and be sure to take only your own mail (don't grab just any TIME magazine, make sure it's your TIME magazine). However, if the office is open when packages are being delivered, they will drop your package at the office, so be sure to stop in if you are expecting something. Additionally, if you subscribe to the Wall Street Journal or New York Times or other papers or journals delivered by the news service, you can find them in the blue bin at the base of the front stairs (sometimes they will be in the foyer). Make it a routine to check this compartment daily and be sure to take only your apartment's. Mail that requires your signature will be delivered to your door -- if you are not home, they should leave you a notice telling you where you can pick up your package. UPS deliveries are also made to your door. If you are not home, they will usually leave the parcels in our office and a note on your door.

**Bike Parking:** There are two permissible places to park your bike - our bike racks at the east end of the building and your room. **DO NOT LOCK YOUR BIKE TO THE RAILINGS, FENCE, OR ON THE WALKWAYS.** Bikes found in these places will have their chains cut and will be removed. If you will be parking your bike in our racks, be sure to pick up a sticker in the office. Bikes not displaying the current sticker will be removed.

**Laundry and Snacks:** The first floor has two rooms for your convenience: the laundry room and the vending room. Presently, the vending room has two machines -- soda and candy, plus a pay phone. Please help keep these rooms neat by placing refuse in the wastebaskets. This is especially important in the laundry room as many people are allergic to lint.

If you have a problem with a machine, please be sure to notify the proper authority -- for a problem with washers and dryers, call the number clearly listed in the laundry room above the washers and leave a full description of the problem, which machine, how much money you lost, and your apartment number (in the past this company has given exceptional service regarding refunds and repairs); and for a problem with a vending machine (leave a message in the office).

**Light Bulbs:** Your apartment uses only three different bulb sizes. The ceiling fixture takes a 150 Watt R-40 reflector flood lamp, the refrigerator uses a 15 watt appliance bulb, the kitchen uses regular 60 watt incandescent bulbs and the desk uses 40R14 40 watt bulbs. However, the bathroom fixture uses only 25 watt bulbs. The good news is that we furnish the ceiling, desk, refrigerator and the bathroom bulbs (these can be expensive and hard to find). The kitchen uses two bulbs. It is a good idea to keep a couple of spares on hand.

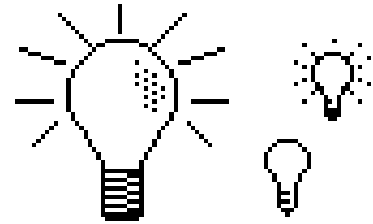
**Important Announcements** about pest control treatments, fire alarm tests or special projects, as well as, other important business will be posted at the entrance ways and in the elevator--hopefully so that you can't miss them.

**We Spray for Bugs:** Let's face it...at some point almost every apt. building is going to have to deal with bugs. When you have 130 unites in one building—well, it only takes one dirty apartment to provide a breeding ground. Even if you keep a clean apartment, pests can be easily transplanted via a sticky can of Coke, or paper sacks from the grocery store. Because of this, Illini Manor follows a periodic preventative spraying program. We treat the entire building every 2-3 months in order to keep any bugs that may have gotten into the building from multiplying or spreading. To be sure that no possible nests have been left untouched, all apartments are treated at one time. Notices will be posted a few days prior to the spraying. If you would like to have your cabinets treated to insure that your foods won't be bothered by pests, we will gladly do so when we spray your apartment. You need not tell us in advance, just empty your cabinets and place their contents on the desk/table. Two hours should be more than enough time for the spray to dry—then you can safely replace your foods.

**About Your Windows:** The windows utilize insulated glass for energy efficiency and noise control and they tilt in for easy cleaning. There are no storm windows -- they aren't needed with insulated glass.

To tilt your windows, you need to open them an inch or two and then slide the two catches on the top of the window towards the center. At the same time, gently pull out on the top of the window. After removing the screen (pull down on the two pull tabs), you can then clean the outside of the moving sash. To clean the non-moving exterior window, you'll need to reach around through one of the ones that does open.

If you have trouble closing your window all the way to where it locks, first check to see if a pencil or some other obstruction is prohibiting the window from reaching its full downward travel. If this is not the case, check the top rail of the window sash. It is probably twisted out of alignment, and if so, just grasp it firmly in both hands and twist back to its normal position. The window should then close easily.

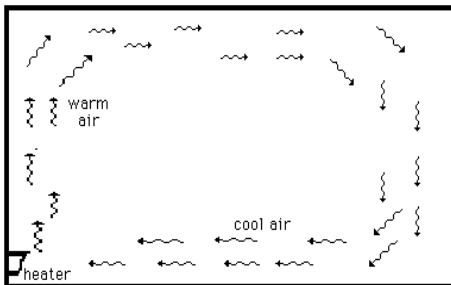


***LIGHT BULBS -- WE FURNISH SOME, YOU FURNISH SOME.***

***PREVENTATIVE PEST CONTROL -- ILLINI MANOR IS TREATED EVERY FEW MONTHS.***

**About Your Air Conditioner:** In order to maximize the cooling and efficiency of your air conditioner, as well as conserve electricity, we would like to pass on a few helpful hints:

1. Your A/C does exactly what its name implies—it conditions the air. Not only does it cool the air, but it circulates it, filters it, and dehumidifies it.
2. On a cool day (outside temp. about 70°) it is not necessary to use the refrigeration phase of your air conditioner. You can conserve power if you will utilize the outside-air exchange phase, which brings in the cool outside air. To do this: a) slide the vent to the "OPEN" position, b) turn the thermostat all the way to the left (against the arrow), and c) push the button marked "FAN".
3. On a hot day you will want to use the cooling phase. This is the power hungry phase, but you can still conserve electricity by: a) sliding the vent to the "CLOSED" position - trying to cool a room with the vent open is like trying to freeze ice cubes with the freezer door open, b) make sure the windows and doors are shut, c) use the "LO" cooling position, unless it is a very hot day, d) set the thermostat somewhere near the middle and adjust it as needed (wait 30 minutes between adjustments).
4. You can help your A/C to stay efficient by keeping its filter clean. The filter is located on the inside of the plastic front cover, which is easily removed by pulling up on the filter lever. Remove any lint from the filter, then spray with foaming bubbles and rinse in the sink. Once it is dry, carefully put the filter back in and resume use. The cover will also need cleaned. The easiest way is to use a Q-Tip to wipe out the slots on the cover. This will remove any excess lint and dust. If this is done weekly your apartment should stay cool and your A/C will operate properly and only take a few minutes to clean.



**Your baseboard heaters induce a convective air flow pattern.**

If for some reason your air conditioner starts acting up -- dripping lots of water in your apartment, starts making unusual noises -- or quits cooling, please drop us a note in the office. We want everyone to have a cool and comfortable apartment.

**Heating Your Apartment:** You can have a comfortable and cozy apartment all winter and be conservative in energy usage if you know how your heater works and how to operate it. Following are our answers to the most common questions regarding the heater as well as some operating suggestions:

- 1) Yes your apartment does have a heater and you have complete control over it and thus your room temperature. It's located on the wall below your window.

- 2) To operate: locate the black dial on the right-hand end of the unit and turn it clockwise to increase the temperature; counterclockwise to decrease. If you turn it up and can't feel any heat 5 minutes later, check to see if the breaker is in the "on" position. (The circuit breaker is located on the bathroom wall behind the gray metal door.) Each switch on your side controls a separate electrical circuit in your apartment. They should all be in the "on" position.
- 3) Your room should be arranged in a way that will permit good circulation around the heater. The heater is designed to heat the air and make it rise thereby creating a circulation pattern that pushes the cold air along the floor and into the heating unit. Thus, if your bed is situated in front of the heater you should make sure that: a) there is enough space between it and the wall to allow the warm air to rise, and b) there is ample room for the cooler air to flow along the floor under your bed and reach the heater.
- 4) The heat from the unit is sufficient to melt any plastic or vinyl or scorch any wood objects within a 6 to 10 inch range, so be sure that the bed, all tote trays, cushions, plastic wastebaskets, bedspreads, etc. are kept a safe distance away.
- 5) To avoid wasting power try the following tips: a) use a room arrangement that will allow good air circulation. b) If you notice a draft from below the A/C seal it off by wedging a rolled up towel between the A/C and the window sill. c) Try to maintain a temperature around 68° and lower during the night, if you wish.

**Caution: Do not ever turn your heater off when there is a danger of the outside temperature dropping below 32°. If the heat or water pipes in your apartment freeze they will burst, soaking your apt. and all those below yours (remember this before you leave on a weekend or school break). You can, however, turn the temperature down to 55° or 60°, to conserve energy. This we would appreciate.**

**Clean It Up—Fast:** If you spill something on the carpet, dilute it and blot it up quickly with cool clear water. The best procedure is to blot the area with a dry towel or rag. Lay a doubled-over towel or absorbent rag on top of it, and then step or jump on the rag. Continue to alternate dilutions and blotting until the stain is gone. This method almost always works and can save a large chunk of your damage deposit. If, however, this remedy fails, see the resident manager—he/she may have some chemicals which will work.

**Cobwebs and Dust:** When you feel it's time to remove the cobwebs from the corners of your room or when you spill flour on your carpet, just stop in the laundry room and check out one of our vacuums. The upright vacuums are best for the carpet and the canister vacuums (with a hose) are good for cobwebs, edge, and corners. We operate on the honor system here and we trust that you will always sign your name and apartment number on the check out sheet each time you borrow a vacuum. Vacuums should never be checked out for more than 15 or 20 minutes (our apartments aren't very big, you know). Please return the vacuum immediately after use and never loan one of our vacuums to friends outside the building. We would also suggest that you not use the vacuum late at night. They make just enough noise to disturb nearby residents. If the vacuums are not returned within a reasonable period of time, we will do a building search to hunt for the vacuums. We will also assess a \$5.00 charge to the guilty party found with a vacuum.

**Irons and Cigarettes - The Money Melters:** The carpet in your apartment, like almost everything else these days, is made of nylon. This is a great help when it comes to spills and wear, but a very costly hindrance when it comes to heat. The heat from a cigarette, iron, broiler pan, or even a curling iron will very quickly melt the nylon strands in your carpet. Needless to say, carpet repairs are very costly. Also, the cigarette smoke forms a yellow film on the ceiling grid, blinds and walls which is time consuming and expensive to remove.

**No Smoking Policy:** Here at Illini Manor we have a "**NO SMOKING POLICY**" that applies to all common areas of the building. This includes the foyer, stairwells, halls, elevator, vending room, laundry room and the office.

**Use the Right Cleaners:** After experimenting with several household products, we found these to be the most effective: Dow or Lysol Bathroom Cleaner, and Comet cleanser for the bathroom; Fantastik or 409 for cleaning walls, windowsills, tables, doors, and heating baseboards; Windex for windows and mirrors; Easy-Off for the oven and range; and baking soda and water for the refrigerator. Top Job, Mr. Clean, or Pine Sol are all good cleaning agents for the tile floors. One other hint that could save you a lot of time in cleaning — **put tin foil in the drop trays of your range.** You might also line the broiler pan each time you use it.

**Caution:** Be very careful with the oven cleaners. They can do more harm than good if any overspray reaches chrome oven door handles, the tile floor, or anything else which isn't coated with porcelain or made of stainless steel. If you get oven cleaner on the burner element, wipe it immediately as it will eat a hole in it.

**Clean Is Cool:** If you find your refrigerator does not keep your food cold enough, the problem is probably a buildup of frost in your freezing compartment. This frost tends to insulate the cooling coils in your refrigerator so that they can't keep the temperature cold enough. The solution, of course, is to defrost the refrigerator. CAREFUL — do not try to chip the frost off. In doing so you can easily puncture a cooling coil and the result is a warm refrigerator and a \$100+ repair cost. Instead, simply turn the control knob in the refrigerator to the defrost position and let it take its slow, drippy time. Your patience will save you money.

**Flash Floods:** If a faucet explodes, you can stop the geyser by turning the shut-off handle in the cabinet under the sink, likewise, the shut-off valve for the toilet is behind it. Immediate action on your part can save a lot of damage! Contact us in the office about the problem and we will make repairs.

### **FIRE SAFETY IN ILLINI MANOR**

Unlike most C-U apartment buildings, Illini Manor is almost entirely built of noncombustible materials and qualifies for the reduced "fire resistant" insurance rates. Thus the chances of a structural fire are much less than those for most other apartment buildings in this town. This is not to say, however, that you should be unconcerned with fire safety in Illini Manor. Any building that houses people can burn and Illini Manor is no exception. Please read through the following rules and suggestions and keep them in the back of your mind:

1) Consider every fire alarm (of more than a few seconds duration) as REAL until you KNOW different. A short 20 second or less alarm sounding during normal working hours is probably just a reset or test of the alarm system.

2) When the alarm sounds, CALMLY evacuate the building -- Close your windows, get your keys, and close and lock your apartment door behind you. Walk down the stairs and outside the building. DO NOT use the elevator. Wait outside until the "all clear" is given.

3) Smoke Detectors -- as you probably know, smoke detectors can sound false alarms. It seems that a cigarette or even a toaster can set one off quite easily. Remember, smoke is the most deadly component of most fires!

Our detectors are "hard wired" meaning that they are permanently wired into the electrical system. They do not have batteries. If you experience a false alarm, try fanning the unit with a towel and it should quiet down as the smoke clears from its sensing chamber. If not, turn off the circuit breaker. It should be appropriately marked. Occasionally, every few weeks, press the test button to verify the unit is functioning properly.

***DON'T PICK OR JAB AT THE  
FROST IN YOUR FREEZER. A  
DAMAGED REFRIGERATOR  
CAN COST YOU MORE THAN  
YOUR SECURITY DEPOSIT!***

***Occasionally Press the Test  
Button on Your Smoke  
Detector and Be SURE That It  
Works!***

***Treat EVERY fire alarm as a  
real alarm.***

**NEVER TRY TO PUT OUT A  
GREASE FIRE WITH WATER!!!**

4) **Grease Fires** — so far the only fires that this building has experienced have been minor grease fires. A grease fire usually starts in the oven or on top of the stove with a very high heat setting (too high) and with a lot of grease in the pan.

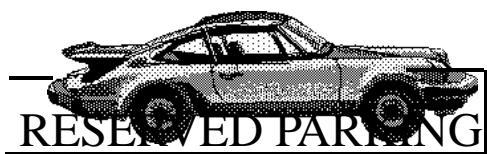
**Fire in the oven:** If you discover a fire in the oven, close the oven door and turn off the heat (oven control knob to “off”). Leave the oven door CLOSED for a good while, 30 minutes at least. With the door closed and without air the flames will go out and after 30 minutes or so it should be cool enough so that it won't burst into flames when you open the door and let in more air. DO NOT attempt to put it out with water!

**Fire on the Stove Top:** If you have a fire on top of the stove, simply cover it with a lid and turn the burner controls to OFF. If you can't find a lid or a way to cover the fire and smother it, then get the fire extinguisher from your bathroom and use it. DO NOT USE WATER!!!! If for any reason your extinguisher fails to operate, knock on the apartment doors around you and borrow somebody else's. Call the fire department immediately if you have any concern that the fire might spread.

NEVER, NEVER, NEVER try to move a pan or pot containing burning grease!!!! Leave it there on top of the stove until it is extinguished and cool.

5) **\$100 REWARD!!** We look upon prank fire alarms, vandalism, and theft very seriously. So seriously that we are offering a \$100 STANDING REWARD for information leading to the arrest and conviction of anyone pulling our fire alarms as a prank, vandalizing our building, burglarizing any of our laundry and vending machines or apartments.

**PRIVATE PARKING:** We have several parking spaces in our parking lot at 305 E. Daniels. It is important that everyone realize that these spaces are rented 24 hours per day. If you are renting a space and find that someone has parked in it, you are entitled to call the posted towing company and have the car towed away. However, we do ask that you look for an Illini Manor sticker first. If you find that the car does, in fact, have an Illini Manor sticker, we do ask that you contact our office so that we can call them directly and ask them to move to the appropriate space. In the meantime, do not park in someone else's space, or you may find your car on the hook as well.



**SUBLEASING:**

You have the option of assigning your lease to someone else if you plan to vacate your apartment before the lease ends. This is something which our office must be involved in and which we take very seriously. **All lease assignments (subleases) must be conducted through our office.** Only tenants with a valid lease or lease assignment may live in Illini Manor Apts. and there are no exceptions to this policy. It is also important to note that all assignees (subtenants) must submit a lease application to our office and must post their own security deposit -- we do not allow the assignor to leave his/her deposit for the new tenant as we want to be sure that every resident in the building has their own funds at risk. We reserve the right to make the determination if an applicant is qualified.

When you sublease or assign your lease to someone else, you are still responsible under the lease to Illini Manor. The assignee (subtenant) is responsible to you. For practical purposes we short circuit this loop and will deal directly with the subtenant. We will collect rent from him/her, in accordance with your agreement, and hold him/her responsible for cleaning and damages up to the amount of the security deposit. However, should we have a real problem with the subtenant, you may very well become involved. Remember, our lease is signed with you and you are the one who would have legal recourse against the subtenant via the assignment contract. So, the lease application requirement and the security deposit are important safeguards for you.

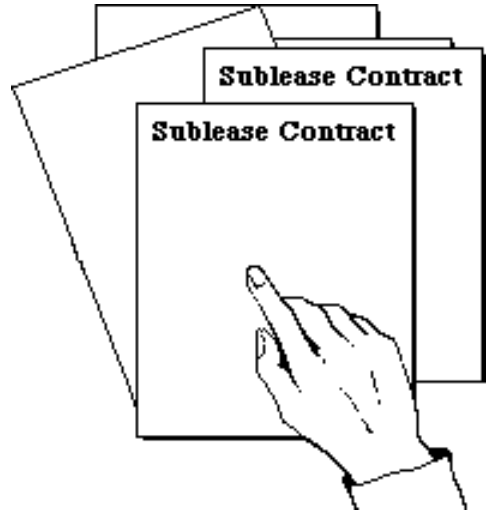
After you find a qualified subtenant you will need to have him/her read your entire lease so that they know what it is they will be signing. Please do this before you come to our office as it will save us a lot of time. Next, schedule an appointment with us so that we can be prepared for the transaction. When we meet, we will write up an assignment contract and do our best to see that all aspects of the transaction are discussed and covered by the agreement. At this point we will collect a security deposit from the new tenant. After all the details are covered, we will give each party a copy of the transaction. A Lease Assignment Fee is assessed from the security deposit of each assignor (sublessor). The fee, \$35, helps to defray the management's expenses of the transaction.

**Frequent Overnight Guests**

Generally speaking, an occasional overnight guest is not a problem. However, a regular guest can be. It adds extra utility costs for water, hot water, sanitary, sewer, etc. So, a regular overnight guest can be a problem and will be a violation of your lease.

**No Pet Policy** Even though we are devoted animal lovers, we have a firm no pet policy in all of our apartments. We have good reasons for this and we would be glad to explain them in detail, if you would like. Please understand from the outset, however, that we will not make any exceptions to this important policy.

***Only Tenants With a Valid Lease or Sublease Agreement May Live In Illini Manor.***



***All Sublease Transaction MUST Be Conducted Through Our Office.***



***Sorry, but our NO PET policy is very firm.***

**LET US KNOW YOUR THOUGHTS AND IMPRESSIONS ABOUT ILLINI MANOR AND OUR MANAGEMENT. WE WANT TO BE RESPONSIVE TO YOUR NEEDS.**

**ANY QUESTIONS?.....**

We hope this "survival kit" has answered any questions you may have had. If others should arise, please drop in and see us during office hours, 10:00 a.m. to 4:00 p.m. M-F.

**Who's Who:**

Owners/ Managers: Jim &  
Gayle Nogle  
Office Manager: Cindy Brewer  
Maintenance: Tracy  
McCallister

**Phone Numbers:**

Office Phone: 337-7990  
Emergency: 344-7990

**Office hours:** Posted on the Office Door

**email:**

imanor@illinimanor.com

<http://www.illinimanor.com>

**About The Owners/Managers:** We (Jim and Gayle Nogle) are proud to state that Illini Manor is owner-operated ...that is we not only manage the building, but we own it. Unlike the management of most other campus area apartment buildings, we are not a hired management company and have no third party to answer to. We are more interested in operating the building for the long term investment rather than taking short term profits. We have been managing apartments for over 28 years, and have operated Illini Manor since 1976.

Additionally, we both are U of I graduates, having each lived and studied on campus for 5 years (back in the 70's). Jim spent his 5 years working as Resident Manager of Charmor Apartments at 107 E. Chalmers and Gayle lived at Bromley Hall and at Chalmers Manor, 105 E. Chalmers and Charmor Apartments.

Your happiness as an Illini Manor tenant is one of our primary goals, and we are always grateful for any comments or suggestions that you may have regarding the management, maintenance, or operation of the building. Please don't hesitate to tell us what you think.

**Office Manager:** Cindy Brewer is our Office Manager. Cindy graduated from Parkland in 1991 with an Associates degree as an Administrative Assistant and minored in Business. She came to work for us in December of 1993. She manages all seven of our properties and handles all aspects of the business. She is the one to talk to if you have any questions, comments or problems. She is always happy to help.

**Maintenance:** Tracy McCallister is our Building Engineer. Tracy has worked for Illini Manor since June of 1994. He is the one who will be taking care of all the maintenance repairs. If you have a problem in your apartment, just let us know and we will have Tracy take care of it just as soon as he can. He worked for the Nogle family for over 10 years, prior to working at Illini Manor, as an Aircraft Mechanic for Nogle & Black Aviation. We know that you will appreciate his friendly service.