

Move-In Checklist

Use this form to check off the necessary items when moving

<input type="checkbox"/>	<p>Schedule your New Tenant Orientation: Please contact us as soon as you sign your Lease to schedule a short 20 minute New Tenant Orientation at our offices. Most new Tenants schedule this for the 1st day of their Lease so that they can pick up their keys from us at the same time.</p>
<input type="checkbox"/>	<p>Schedule Movers/Reserve a moving truck: Free quotes from local movers at www.moving.com, or book your own with U-Haul: www.uhaul.com, or call 1-800-468-4285.</p>
<input type="checkbox"/>	<p>Schedule Utilities to set up your service: Please refer to your Lease to determine the Utilities you need to set up for your apartment. Give the utility company a 'transfer/turn-on' date of the 1st day of your Lease. We recommend you do this at least two weeks before you move-in to ensure that your service will transition smoothly from the shut-off of the last Tenant's service, and the start-up of your service. Landlord does not provide any Electric, Cable, Internet, or Phone services.</p> <ul style="list-style-type: none"> • ComEd (Electricity): https://www.comed.com #800-334-7661 • People's Gas (Heating/Cooking): http://www.peoplesgasdelivery.com #866-556-6001
<input type="checkbox"/>	<p>Pay your first month's Rent (& any Fees) in order to receive your keys: Residents must pay all Rents/Fees/Charges due before we can turn over the keys to the unit. Online payments can be made through your secure online Tenant Portal:</p> <ul style="list-style-type: none"> • Online via ACH/eCheck (Free) - and you can also set it up for recurring payments so that you will not be late with your rent! • Online via Credit/Debit Card (Convenience fee applies - based on your Rent charge). • Cash will not be accepted. • Checks may be mailed/dropped at our office. NOTE: If paying by check, Fairmont PM will only accept (1) one rent check from each unit; roommates must consolidate multiple checks. Make checks payable to "2341 Janssen Partnership", and you must include your building address and apartment number on the check. Send/drop check at Fairmont Property Management, 2927 N. Lincoln Ave., Chicago, IL 60657.
<input type="checkbox"/>	<p>Secure your Renter's Insurance: Tenants must provide proof of valid Rental Insurance to Fairmont Property Management (FPM) at the time of possession of the Unit (or before), and at each Lease Renewal. Effective dates must match the Lease. FPM does not cover your personal property, so renter's insurance is the best way to protect yourself when renting an apartment. Please contact your own insurance broker, or for more information the following sites may be helpful:</p> <ul style="list-style-type: none"> • Geico: www.geico.com/renters-insurance • Progressive: www.progressive.com/Renters • All State: https://www.allstate.com/renters-insurance • State Farm: https://www.statefarm.com/insurance/home-and-property/renters • Nationwide: https://www.nationwide.com/renters-insurance • Liberty Mutual: https://www.libertymutual.com/renters-insurance
<input type="checkbox"/>	<p>Schedule your Cable/Internet/Phone services (We do not allow any Satellite Dish or DirectTV installations): Comcast/Xfinity, RCN, Verizon, Sprint, and AT&T are (5) Cable/Internet/Phone providers in Chicago. (We have an agreement with Comcast/Xfinity, but you can choose whichever cable/internet/phone provider you wish.)</p> <ul style="list-style-type: none"> • Comcast/Xfinity: http://www.xfinity.com • AT&T: https://www.att.com • RCN: http://www.rcn.com/chicago • Sprint: https://www.sprint.com • Verizon: https://www.verizonwireless.com
<input type="checkbox"/>	<p>Forward your address with the United States Postal Service: Forward in person at local USPS office; online at https://moversguide.usps.com, or call #1-800-ASK-USPS (1-800-275-8777).</p>