



Wampler Property Management LLC
412 W. Clark St.,
Champaign, Illinois 61820

Phone (217)-352-1335 | Fax (217)-352-1336
Wamplerapartments.com

WELCOME!

You must have the following items completed before moving in to your new apartment:

- **RENT:** Your first month's rent is due on the first day of your lease. Your rent must be paid via your tenant portal or by check /money order and turned in to our office before you can receive your apartment keys. Please refer to the top of your lease for instructions about rent payment. We do not accept cash or credit cards in our office. There will be a \$25.00 charge on returned checks. We will not put a check through twice. Please verify your funds before issuing a check to us.
- **PARKING:** If you have rented a parking space with us, place your Wampler parking sticker on the front interior window, on the driver side. Please expect some confusion with parking during move-in: if you see a car with a Wampler sticker, please call the office so we may contact that person and have them move. If the vehicle in your space does NOT have a Wampler sticker, please have it towed. If you change cars, please make sure to transfer your Wampler sticker to the vehicle in use.
- **UTILITIES:** You are required to have all utilities YOU pay placed in your name at the time of move in. If you are uncertain as to your responsibilities, please check your lease or contact our office.

Utility Providers Contact Info:

- AMEREN: 1-800-755-5000
- ILLINOIS AMERICAN WATER: 1-800-422-2782
- VOLO INTERNET: 217-367-8656

Please read the following information to assist with some of your initial questions:

KEYS: You will be issued one set of apartment keys per person and one mailbox key. We keep records of which keys are issued and we expect the same number of keys returned at the end of your lease. You will be charged a \$25.00 replacement fee for any keys not returned to us. Duplicate keys can be made at a cost of \$10.00 per key.

BIKES: Bikes may not be stored in your apartment. There is a bike rack at your building for this purpose.

PORTABLE WASHERS: Portable washing machines may not be used in your apartment.

If you have any questions, our team is here to help and can be reached at the following emails:

accountant@wamplerapartments.com | leasing@wamplerapartments.com | manager@wamplerapartments.com

Welcome to Wampler Property Management! We look forward to having you as our tenant!

Maintenance Instructions

REQUESTS: We encourage you to use your online tenant portal to conveniently request maintenance. You may also call the office at 217-352-1335 Monday through Friday, between 9:00 AM and 5:00 PM, or you can email our maintenance crew at maintenance@wamplerapartments.com. When requesting maintenance, please provide your contact, address, and maintenance information in detail. If you would like to be present at the time of maintenance, please include this in your request.

EMERGENCIES: For after-hours maintenance emergencies please call the emergency maintenance number, which is **217-530-2029**.

LEAKS: In the event of a water leak, there are usually shut-off valves found underneath a sink or below the tank of the toilet. Please shut off the water flow using this valve and contact us immediately to prevent any further damage.

LOCKS: You must have permission from our office to install any additional locks on doors. For after-hours lock outs, you must contact Dave and Harry Locksmiths at 217-352-5034. You will be responsible for their fees.

GARBAGE DISPOSAL: Please take care when using the garbage disposal. They are not designed to grind bones, gristle, metal, wood, etc. Also, please do not put rice into the drains as this can cause a clog.

A/C: All apartments with central air conditioning will have their filters changed before the heating and cooling seasons. Please leave the exhaust switch in the closed position on in-wall units when they are not in use.

WALL HANGINGS: The best way to hang items on walls is with small tacks or finishing nails. Bulldog clips or anchors are good for hanging heavy pictures. We consider small holes to be normal wear-and-tear; however any major damage caused may be held against your security deposit.

PEST CONTROL: Your building is treated periodically by TLC Pest Control. If you have any infestation problems and require an additional pest treatment, please contact our office.

ADDITIONAL INFO: If you leave for an extended period of time during winter months, please make sure you keep the heat at no less than 60 degrees in order to prevent the pipes from freezing.