

# Resident Move-In Information

## Move-In Day

Please text/call your building engineer before your lease begins, in order to arrange picking up your keys. Make sure you have paid all fees due on the move-in day. You can always find your engineers contact by going to [TBSprop.com](http://TBSprop.com) > Residents > Building Engineers.

## Utilities

Remember to set up the utility services necessary for your apartment before your lease starts to avoid service interruption.

ComEd (Chicago/Evanston - Electricity)	(800) 334-7661	<a href="http://comed.com">comed.com</a>
Village of Winnetka (Winnetka - Electric)	(847) 716-3558	<a href="http://villageofwinnetka.org">villageofwinnetka.org</a>
Peoples Gas (Chicago - Gas)	(866) 556-6001	<a href="http://peoplesgasdelivery.com">peoplesgasdelivery.com</a>
Nicor Gas (Evanston - Gas)	(888) 642-6748	<a href="http://nicorgas.com">nicorgas.com</a>
North Shore Gas (Winnetka - Gas)	(866) 556-6004	<a href="http://northshoregasdelivery.com">northshoregasdelivery.com</a>

INTERNET: You have the flexibility to select any internet service provider that meets your needs. It is essential to verify with each provider whether they service your specific address. Some well-known options include Comcast, Astound, and Verizon.

## Renters Insurance

As outlined in your lease agreement, we strongly recommend obtaining renters insurance. While our landlord insurance covers the property itself, it does not extend to your personal belongings. Please note that TBS is not liable for any damage to tenants' personal items resulting from roof leaks, bathroom or kitchen leaks or overflows, flooding, fire, electrical outages, theft, and similar incidents. This includes the contents in Tenant's refrigerator, storage areas and vehicles.

## Rent Payments

Payments are due on the 1st of the month. Anything received after the 5th of the month is considered late. Rent can be paid by online ([TBSprop.com](https://www.tbsprop.com)), personal check, money order, or cashier's check. Rent checks must be made payable to **TBS Properties, LLC**, and should be mailed to TBS's main office at **3754 N. Southport Ave, Chicago, IL 60613** or deposited in TBS's 24-hour mail slot located at its office.

## Maintenance

Please submit any maintenance requests through the online portal or by going to:

[TBSprop.com](https://www.tbsprop.com) > Residents > Maintenance Request.

If you are experiencing an emergency, please call 911 or contact your engineer directly.

## Street Parking Information

For information about street parking and permits, please visit the Chicago City Clerk's official website:

<https://www.chicityclerk.com/chicago-city-vehicle-sticker-faqs/residential-zone-parking-faqs>

You can find specific details regarding residential zone parking guidelines, purchasing options, and frequently asked questions related to parking permits in Chicago.

## Updating Address

To change or update your address on your driver's license, vehicle plates, titles, etc., you will need to contact the Secretary of State. You can find more useful information and access their services at:

<https://www.ilsos.gov/>

Please be aware that you may need to create an appointment to visit an office in-person. Make sure to have any required documentation ready when you reach out.

## Public Transport and Additional Information

For information regarding public transportation services, including those provided by the Chicago Transit Authority (CTA), please visit their official website at: <https://www.transitchicago.com/>. Here, you can find details about routes, schedules, fare options, and more to assist with your transit needs.

For comprehensive information related to the city of Chicago, including various services and resources, you can explore: <https://www.chicago.gov/city/en.html>. This site is a valuable resource for residents and visitors alike.