

# WICKER PARK APARTMENTS

**This document details the tenant move-in process and is meant to help make it smooth for all involved.  
*Please read it carefully.***

Most of our leases begin at 2pm on the 1<sup>st</sup> of the month and end at Noon on the 1<sup>st</sup>.

Not ending leases on the last day of the month solves the problem of tenants having to rent a hotel room the night before the 1<sup>st</sup>. The 2-hour window on the 1st is enough time for us to prepare apartments for new tenants *assuming everyone follows the rules*.

## **Move In Date**

Please let us know the exact date/time that you will be moving in as soon as you can so we can better schedule our cleaning/repairs.

You will be able to move in anytime after 2pm on the 1<sup>st</sup> of the month. Sometimes early moves are possible depending on when the current tenants plan their move, but we can never guarantee that they will be out when they say. Please let us know if you would like to move in early and we will try to accommodate you if possible, with the understanding that we are not responsible if anything goes wrong or if the apartment isn't perfect when you move in.

## **Key Pickup**

You will be able to pick up keys any time after Noon on the 1<sup>st</sup>, (unless you have arranged an alternate pickup day/time with us) from our office at 1517 W. Haddon (one block south of Division and 1/2 block east of Ashland). In many cases we will leave keys in a lockbox at 1519 W. Haddon and send you the pickup instructions just before move time.

If you need to solidify FIRM move plans in advance, it's best to just plan on picking up keys after Noon on the 1st and moving after 2pm. This is the safest option.

## **Cleaning & Repairs**

Prior to move-in your apartment should have been cleaned. It is required that you leave it clean upon move-out as well.

Cleaning can be subjective but if for some reason you are not happy with the cleanliness of the apartment, please immediately take photos and email them to [info@wickerparkapartments.com](mailto:info@wickerparkapartments.com). If justified, we can send a cleaning crew and charge the previous tenant. We are often able to send cleaners on very short notice but in some cases, we will ask that you move in and we can clean after you unpack and get settled.

If you move in and notice any issues that you'd like us to take care of, please submit a maintenance request at [MR.WickerParkApartments.com](http://MR.WickerParkApartments.com). We normally respond to requests quickly but around the 1<sup>st</sup> of the month, there may be some delay due to the number of moves typically going on at that time.

## **Utilities**

PLEASE don't forget to have utilities turned on in your name as of your lease start date or earlier if you have arranged an early move date.

## **FAQ**

Please check out [FAQ.WickerParkApartments.com](http://FAQ.WickerParkApartments.com) for useful info for new tenants.