

Move-in Checklist

Arrange for Services:

- Cable: Contact RCN for TV cable service – (312)955-2500
- Electric: Contact ComEd for electric service 1-800-334-7661
- Parking: Contact Eddie Main, Standard Parking Manager (312) 787-5436
- Telephone: Contact phone service provider of your choice
- Mail: Contact your current post office or the Fort Dearborn Post Office for change of address

Contact James/Kilmer Management Office: (312) 654-1560 ext. 1

- Submit a copy of your settlement statement or lease agreement to the Management Office.
- Complete a resident information form and submit your unit's phone number for the doorman entry system.
- Pay appropriate Transfer Fee/Move-in Fee – see Management Office for details.
- Provide copy of your Homeowner's/Renter's Insurance which includes JK Association as additional insured. Please note that this is mandatory for all Unit Owners and renters.
- You must reserve service the elevator for your move-in.
- Once elevator move in time has been reserved, complete Move-in Agreement and submit to the Office.
- Obtain a move-in packet.

You may also visit the Management Office, for the following:

- Verify that Management has a set of your unit's keys for emergency entry and/or package delivery service.
- Obtain a copy of the remodeling rules from the office and refer to the building's reference guide for rules concerning debris removal and contractor entry procedures. If you will be doing any remodeling to your unit, you will need to contact the Management Office for approval procedure.
- Register your pet and familiarize yourself with the pet-walking areas located on LaSalle Street.
- Reserve space in the bike room.
- Obtain a Fitness Center Membership.
- Arrange for package delivery service.
- Receive Instructions for use of the laundry room and the operation of the laundry room equipment.

Thank you for choosing to live at James/Kilmer. We will do all we can to make your experience a memorable one.

Welcome!

The James/Kilmer Staff