



1560 N Sandburg Terrace  
Chicago, IL 60610

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jameskilmercondo.org

## **Move In Checklist**

### **Arrange for Services:**

- Cable: Contact Astound powered by RCN for TV/Internet service 1-800-4-ASTOUND
- Electric: Contact ComEd for electric service (800) 334-7661
- Parking: Contact Rich Mullins, SP Plus Parking Garage Manager (312) 787-5436 or rmullins@spplus.com
- 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 or jkadmin@communityspecialists.net**

- Reserve service elevator for your move-in.
- 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 or website 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.

*Be sure to check out [www.jameskilmercondo.org](http://www.jameskilmercondo.org) for additional information.*

*Thank you for choosing to live at James Kilmer.*

*Welcome!*