



Grand Plaza Move-In Guidelines

Dear Resident,

I would like to take this opportunity to welcome you as a resident of Grand Plaza!

In anticipation of your upcoming move, please review the Move-In Guidelines regarding your relocation to Grand Plaza. With this information in hand, we hope to make your move a pleasant transition.

Should you have any additional questions, special needs or concerns, please do not hesitate to contact our office. In the meantime, the entire staff of Grand Plaza anxiously awaits your arrival, and we look forward to the opportunity to serve you.

Warmest Regards,

*Mary Saporito
Property Manager*

Important Phone Numbers:

Management Office:	312.644.1600
Leasing Office:	312.644.7263
Door Person/Front Desk:	312.644.3278
AT&T:	800.723.9592
AM3:	630.570.5731
Commonwealth Edison:	800.334.7661
CPS PARKING:	312.464.1843
GP Dry Cleaners:	312.645.9090
Ana's Cleaning Services:	773.841.3080

Move-In Schedule:

In order to reserve the freight elevator for your move-in, please contact the Management Office of Grand Plaza at **312-644-1600**. You may pick up your keys in the Management Office on the morning of your scheduled move-in day, or in the case of early morning/late night or weekend move-ins, arrangements can be made through Barbara Spann to pick up your keys with the Leasing Office or Door Staff.

As far as your actual move is concerned, it is extremely important that your moving company arrives at the building on time & completes your move during the time frame allotted to you. Unfortunately, due to the number of move-ins taking place, there will be very little flexibility, if any, with extending elevator time, as on most days, the elevator will be in continuous use from morning until evening. Should your movers arrive late and require extended elevator time that interferes with the next scheduled move, we will not be able to accommodate you as a domino effect will occur resulting in all subsequent moves being delayed. **Should you occupy the freight elevator outside of its regular business hours (freight hours are 7 days a week, 9am – 6pm), there will be a usage charge of \$100 per hour that must be payable upfront in the form of a check.** Therefore, everyone's cooperation in this move process would be most appreciated. Please understand that it is possible a vendor/client may be granted access to the freight for a one-time trip during your reserved freight time.

Move-ins are conducted through our loading dock, located between State & Dearborn with entrances on Ohio or Grand. Due to the layout of our freight elevators, moving typically take longer than expected to complete – you must take the loading dock freight to the basement and cut over to the residential freight. **Please notify the moving company of this when scheduling your move-in date.** Upon your arrival, please register with the door staff; they will in turn direct you to the freight elevator. For your information, the interior dimensions of our freight elevator are 9'x6'9"x5'5". The opening of the doors are 3'6"x6'9". Please note the following information regarding the loading dock:

- The height of the dock is 14 feet
- We can only accommodate trucks that are 24 feet long or less
- 18 wheelers/48' trucks are **NOT** permitted under any circumstance
- Standard truck sizes are permitted (typically 12 wheelers)

Luggage carts, rolling carts & dollies will be available for your use. While you're moving in, if there is anything we can do to assist you, by all means ask the door staff & we will try our best to accommodate your every need.

Electric:

PLEASE REMEMBER TO CALL COMED DIRECTLY AT **800-334-7661** TO ESTABLISH NEW SERVICE PRIOR TO YOUR MOVE IN. **You will be required to provide your ComEd account number to the Management Office in order to obtain your keys.** According to our account representative, your initial electric bill will be mailed to you approximately thirty (30) days following your move in date. Should you not receive your first bill within this time frame, please contact ComEd directly.

Television/Phone/Internet Jacks:

If you would like to have additional jacks installed, please contact Proton Electric at **312-915-3846**, our in-house wiring subcontractor.

Satellite TV, Internet & Voice Services – AM3:

Access Media 3 has been selected as the television, Internet and voice service provider for Grand Plaza. **You must contact AM3 prior to your move-in date to establish television, Internet and/or voice services.** You can sign up by phone at **630-570-5731** or online at www.am3inc.com.

Extended basic 64 channel Satellite Television is provided to all residents as a part of your all-inclusive package and is immediately available to you upon move-in (no receiver is needed). If you would like to upgrade your television service and use a receiver to receive DirecTV, additional fees will apply. Contact AM3 for upgrade packages and pricing.

As a part of your all-inclusive package, you will receive High Speed Internet service of 1.5Mbps. You also have the option of upgrading your Internet speed for an additional cost. In order to establish Internet service in your home, you will need a Motorola Surfboard cable modem which you can lease from AM3 if you choose not to purchase one on your own.

Voice services are also available for an additional cost and include UNLIMITED local and long distance with voicemail, caller ID and call waiting. For additional features and more information about voice services, please contact AM3 for details.

Change of Address/Mail Delivery:

According to the Post Office, your change of address should be processed via the Post Office approximately 7-10 days prior to your move. You can pick up a "Change of Address" Form at the Post Office or visit online at www.usps.com. Your new mailing address will be:

Apt. # _____
540 N. State Street
Chicago, IL 60654

Mailboxes:

You will be assigned a mailbox number, for security purposes the mailbox number will be different from your apartment number.

Your mail box number is: _____

Rent:

For your first month's rent, we will collect a check or money order on or before the day of your move-in date (lease commencement date). If you are not moving in on the 1st of the month, you will pay a pro-rated amount.

Total Rent Due: _____

We HIGHLY RECOMMEND signing up for Direct Debit today! For your convenience, "Direct Debit" for your rent payments can be arranged when you move in or anytime thereafter. A voided check will be required at the time of completion of necessary forms. You will never have to remember to pay your rent on time again – we'll do it for you!

If you do choose to mail in a personal check, it is important we receive your payment in our lock box by the 1st day of any given month to avoid a late charge. Rent checks **will not** be accepted in the Leasing or Management Office. Residents are **required** to mail their rental payments to:

**Grand Plaza Owner, LLC
5416 Paysphere Circle
Chicago, IL 60674**

Rent checks or money orders should be made payable to Grand Plaza Owner, LLC. Please note: we will not accept cash rental payments.

Parking:

Although Central Parking Systems is the exclusive operator of the parking garage in the building, you are not obligated to use them. If you do choose to use this parking garage, please contact CPS directly to make arrangements. Their current rate for a non-reserved parking space is \$258.00 per month and a reserved parking space is \$420.00 per month. Their office is located on the 3rd floor in the southwest corner of the Garage. In order to secure an activated parking pass, you will be required to complete a parking application. CPS also offers the following services: Geo Wash Car Wash, Zipcars, and Midas car maintenance. Should you have any questions or to learn more about these services, please call CPS directly at 312-464-1843.

Please understand that Grand Plaza Owner, LLC nor U.S. Equities Asset Management, LLC is responsible in the event any property is stolen or damaged in the parking garage.

Furniture Deliveries:

Move-ins & new furniture deliveries can be scheduled seven (7) days a week through the Management Office. However, we would appreciate all deliveries to be scheduled from the 5th to the 27th day of the month, due to the sheer number of move-in's & out's at the end of each month. (Please refer to move-in schedule for loading dock limitations)

We understand that most stores will not pinpoint an exact arrival time, but rather give you a window overlapping several hours. We will do our best to accommodate your deliveries, however, please be aware that a delay could occur if a move-in or move-out is already scheduled during the time of your delivery. If you are not able to be home at the time of your delivery & would like a Grand Plaza staff member to accompany the store personnel to your home, simply stop by the Management Office to fill out a "Permission to Enter" Form. Although our staff will remain with the delivery personnel until the furniture is secure in your home, we will not be able to inspect furniture for damages.

Bike Room:

Bicycle storage is available in our Bike Room, located on the 3rd floor of the parking garage just east of the Central Parking Systems Management Office. If you would like to take advantage of this complimentary amenity, please stop by the Grand Plaza Management Office to sign a Bike Room Agreement and receive your bike permit and key. You are responsible to lock up your own bike.

Please understand that Grand Plaza Owner, LLC nor U.S. Equities Asset Management, LLC is responsible in the event any items become lost, stolen or damaged in the bike room.

GP Dry Cleaners:

There is a Dry Cleaners located on the lobby floor near the mailroom. Please contact Mrs. Koo for pricing at (312) 645-9090. Their hours are Monday through Friday from 7:00am – 7:00pm and Saturdays from 9:00am – 2:00pm.

Please understand that Grand Plaza Owner, LLC nor U.S. Equities Asset Management, LLC can be held liable in the event any items become lost, stolen, or damaged.