



1560 N Sandburg Terrace  
Chicago, IL 60610

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jameskilmercondo.org

## **Move In Checklist**

### **Arrange for Services:**

- Cable: Contact Astound for TV/Internet service (800) 427-8686 [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**

- Submit a copy of your lease agreement to the Management Office.
- Complete a resident information form.
- Complete move agreement, pay appropriate move in fee, and reserve service elevator for your move-in.

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

- 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!*