



1560 N Sandburg Terrace
Chicago, IL 60610

P: 312.654.1560
F: 312.654.2082
jameskilmercondo.org

Move In Checklist

Arrange for Services:

- Cable: Contact RCN for TV cable service (312) 955-2500
- 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 for additional information.

Thank you for choosing to live at James Kilmer.

Welcome!