PART II – AFTER YOU MOVE IN

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1. **Check-In Condition Report – document apartment or house condition**

   1. Landlord may provide check-in sheet.
   2. Tenant Union has model check-in sheets.
   3. Take Photos or a Video.
   4. Do these immediately upon move-in.
   5. Be meticulous! Be thorough! Protect your damage deposit from pre-existing conditions.

2. Property Maintenance Issues

1. Report needed repairs promptly.

2. Your landlord should attend to emergencies promptly.

3. Cosmetic maintenance may require some time – be patient!

4. City building inspectors will assist with building code compliance.
   
   Champaign: 217-403-7070
   Urbana: 217-384-2443
3. Landlord’s Right To Enter

1. In Champaign, as in most of the State of Illinois, your landlord can come to your apartment or house at any time, unless access is restricted in the lease.

2. In Urbana, there are rules restricting your landlord’s ability to come into your home except in the case of emergencies.
4. **Getting Along with Neighbors.**

1. Campus living is noisy and congested.

2. **Be a good neighbor.**
   1. Notify others in your building of any major party plans to see if there may be problems.
   2. Keep your noise level under control, especially in the evening, over night, and early in the morning.
   3. Check your lease for any noise restrictions it may impose.

3. **If your neighbors are problem-makers:**
   1. First, talk to them about it; most people are willing to accommodate other if they know what is expected of them.
   2. Next, talk to your landlord if step one fails
   3. Finally, as a last resort, you can call the police, who will come and issue tickets to the offenders.
5. **Subletting.**

1. Always check your lease; there are usually terms and conditions surrounding the issue of subletting.

2. Your subtenant does not relieve you of liability under the lease; you remain responsible for payment of rent and repair of damage to the unit.

3. Conduct a walk-through of the unit with your subtenant prior to turning it over to him or her; this will establish what damage, if any, was caused by whom.

4. Be sure that any utilities in your name have been transferred to your subtenant. You don’t want to be stuck with their charges.
6. **Subletting** (continued).

5. Be careful selecting a subtenant. They can cost more in damage to the place than any savings in rent that you may see.

6. Always get your sublet agreement in writing. This may also include the need to get the approval of your landlord – check the lease.
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