



Campus Property Management
where you need to be

Frequently Asked Questions

What are the office hours for CPM?

For an updated list of current office hours, please check www.cpm-aps.com . Fax number is (217) 328-1489.

MAIN OFFICE On-Campus

We are on the south side of the street across from the Post Office.

303 E Green St, Champaign IL, 61820, Phone: (217) 328-3030

SUMMER HOURS

Monday - Friday: 9:00am -5:00pm

Saturday: 11:00am - 4:00pm

Sunday: Closed

Michigan East

402 E Michigan, Apt 7, Urbana, IL 61801, Phone: (217) 344-4145

Monday - Friday: 9:00am - 5:00pm

Saturday: 10:00am - 2:00pm

Sunday: Closed

Does CPM offer any semester or short-term leases?

We do not offer any semester leases. Our lease terms are either 10 or 12 month leases.

Can I sublease an apartment?

The lessee's account must be current (no past due rent, late fees, etc.) A \$40 per person subletting administrative fee is due at the time of signing the sublease

All lessees must be present at the time of signing. If any lessee cannot be present at the time of signing, we must have a notarized letter before signing the sublease from non-present lessees. The letter needs to state: "I agree to all terms and conditions my roommates set forth in a sublease." The notarized signature and address need to be with this statement. One original lessee must be present to do a sublease. Sub lessees need to bring a photo ID (drivers license, school ID, etc.)

Do you allow pets?

Dogs and Cats are not allowed in any buildings, other than those specified on our website at <http://www.cpm-aps.com/pets> . The only exceptions are pets used for medical needs (i.e. seeing eye dogs), with the approval of management, and we will waive the pet fee.

When is rent due?

All rent is due on the 1st of every month. If rent is not in our office by the due date stated on your lease, regardless of postdate, a late fee of 5% of the total monthly rent will be accessed. For your convenience, a 24-hour drop box is located outside our main office front door, at 303 E. Green Street. (No envelope is required). We also except online credit/debit card and eCheck payments at www.cpm-aps.com/payonline





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Frequently Asked Questions, cont.



I didn't receive a bill for my rent. Is it due?

Yes, rent is due on the 1st of every month. We do not bill our tenants directly, so it is your responsibility to ensure that rent is in on time.



How may I pay rent?

We will accept the following methods of payment for rent (We do not accept cash payments):

- Personal Check
- Cashiers Check
- Travelers Check
- Money Order
- Online Credit/Debit/eCheck-www.paylease.com fees do apply*



Is there a grace period before late fees are applied?

Unfortunately, there is not. Our terms are stated in our lease agreement and we ask all tenants to abide by them as noted. 5% of the total monthly lease rent will be accessed starting on the day after your rent due date stated on your lease.



I've paid my share of rent, but my roommates haven't. Am I still responsible?

All of our leases are joint tenancies. This means that everyone on the lease is EQUALLY RESPONSIBLE for all fees, penalties, and payments so be sure your roommates are reliable and responsible for paying their share of the rent.



How much is the damage deposit?

The damage deposit is equal to one month rent including extras such as parking, internet, etc...



Can my damage deposit be applied to rent?

No. Damage deposits are to pay for any damages that occur during the lease term.



When are damage deposits refunded?

Minus any charges, damage deposits are mailed out within 30 days after the lease ending date.



Who is responsible for the utilities in my apartment?

Unless specified differently, all utilities except for trash hauling are the responsibility of the tenant. This also includes making arrangements to have utilities connected at the beginning of the lease, and disconnected at the end of the term. Campus Property Management is not responsible for utility connections or service set up.



Frequently Asked Questions, cont.

What are the phone numbers for the utility companies?

The telephone numbers for the local utilities are listed below for your reference. Please call each company before moving into your apartment to set up utilities in your name for the date your lease begins.

Electricity/Gas:	Ameren/IP	(800) 755 - 5000
Water:	Illinois American Water Company	(800) 422 - 2782
Telephone:	SBC(Ameritech)	(800) 244 - 4444
	AT&T	(800) 362 - 9689
Internet:	CMI Broadband	(800) 395 - 9434
Cable:	Comcast	(800) 266 - 2278

You must be present for the water and power company to turn on your services! Do not schedule an appointment if you won't be at the apartment. They will need you present at the time of service for the water and power connections. The water will be turned on at the main line but not to your apartment, also the main breaker may need switching and/or a pilot light may need to be lit.

 ***Avoid unnecessary charges! We will charge \$75 for a service call with a possible 48-hour completion time if required to come out after your service has begun due to the time of the year.***

24-Hour Maintenance

For Emergencies, we have an answering service that can page maintenance personnel 24 hours a day, 7 days a week. To contact maintenance for after-hour emergencies, call **866.750.5066**

To submit a maintenance request during normal hours

You may call our main office number 217.328.3030 to submit a maintenance request during regular office hours.