



# HOUSING GUIDE

*Student Legal Service*

University of Illinois at Urbana-Champaign



## **PART II – AFTER YOU MOVE IN**

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- 1. Check-In Condition Report**
- 2. Property Maintenance Issues**
- 3. Landlord's Right to Enter**
- 4. Getting Along with Neighbors**
- 5. Subletting**

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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.
6.  Keep a copy of check-in sheets, photos, videos.

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### **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**



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### 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.**



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### **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 is 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.**



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### **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.**



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### **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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## **STUDENT LEGAL SERVICE**

**324 Illini Union**

**1401 W Green St., Urbana**

**Office Open: M-F, 8:30am-Noon and 1:00-4:30pm**

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