

Information for New Residents

Welcome, we are excited to have you as a new resident. Below is important information and procedures you will need to follow prior to move-in.

Step 1: SET UP UTILITIES

Contact the water and electric company (numbers below) to set up these utilities in your name. **Note: keys will not be released until these utilities have been transferred to your name.**

Ameren IP 1.800.755.5000

Illinois American Water Company 1.800.422.2782

Step 2: SET UP TIME TO PICK UP KEYS

The property manager will email or call you to set up a time for you to get your keys, a week before you're scheduled to move in.

Step 3: SET UP POSTAL SERVICE

To get keys for the U.S. Postal box located on the property, you must go to the post office listed below and **take a copy of your lease with you.** Please note the post office charges a \$20 fee for lost keys. For repairs or other questions with your post box, please call 217.352.2167. Also, print your name on the mail box.

For Carisbrooke & Legends: 600 North Neil Street, Champaign, IL

For The Courtyards: 415 N Dunlap Ave, Savoy, IL

Champaign Apartments, LLC

Office Hours: M-F 8AM – 5:00PM, Saturdays by Appointment

Amanda@champaign-apartments.net 217.359-0248

Meagan@champaign-apartments.net 217.359.0248

Estela@champaign-apartments.net 217.403.1722

www.champaign-apartments.net