



Orchard Village Apartments
1240 W. Indian Trail
Aurora, Illinois 60506
630.801.0500 telephone
630.801.0594 facsimile
www.orchardvillageaptsaurora.com

Dear Resident;

Thank you so much for choosing Orchard Village Apartments. We look forward to having you as our neighbor.

Here are some helpful items for your move in day:

- Orchard Village main and emergency telephone number is 630.801.0500
- Submit your maintenance request; www.orchardvillageaptsaurora.com for a chance to win a \$25 gift card. Sign-in: ORCHARD_____ pass code: ORCHARD
- In order to avoid a \$50 recovery fee, please have the electric and gas in your name prior to move in
- Rent is due and payable on the 1st. Late rent must be paid with a cashier's check or a money order. Late fees are \$50 on the 6th and \$5 per day until paid in full. No partial payments will be accepted
- Dumpsters are located throughout the community. Trash is not permitted to be left in front of the apartment entry doors, patios, balconies or any other common areas of the community. Fines are \$25 per bag without notification
- Pet owners must clean up after their pets. You must have materials necessary to clean up after your pet at all times while in the common areas. Resident found not cleaning up after their pets or residents seen without these materials are subject to fines of \$50 and up
- Refer someone you know to Orchard Village Apartments and receive \$200 off your next rental payment. They will need to mention your name on their first visit.

Contact us by email:

Maria C. Sheehan, Property Manager.....mgr.orchardvillage@bes.com
Darin Reed, Assistant Property Manager.....orchardvillage@bes.com
Andrea Kehl, Leasing Consultant.....orchardvillageapts@bes.com

Welcome Home



Benjamin E. Sherman & Sons
Established in 1922



1240 W. Indian Trail
Aurora, IL 60506
630.801.0500 telephone
630.801.0594 fax
orchardvillage@bes.com
bes.com
orchardvillageaptsaurora.com

Welcome Home to Orchard Village!

**1270 W. Indian Trail #1
Aurora, IL 60506**

You have made the right choice for your new home!
Please remember to connect your utilities prior to your scheduled move-in date. We recommend calling 1-2 weeks prior to allow the billing cycle to begin. You will be asked to provide us with your new customer account numbers for the following service providers. Please bring this form back with you on your move-in date.

Thank you so much and welcome home!

Required Service Providers	Account Numbers		
Nicor - Gas Service 888.642.6748			
ComEd - Electricity Service 800.334.7661	117128463		
<table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Meter Number</td> <td style="width: 40%; text-align: center;">117135051</td> </tr> </table>	Meter Number	117135051	
Meter Number	117135051		

Optional Service Providers	
Comcast - Alan Murphy	630.330.2337

IMPORTANT: \$50 FEE per BILL IF NOT COMPLETED

I hereby acknowledge full understanding of my responsibility to contact the above service providers prior to my move-in date, and agree to provide documentation service connection upon release of keys to my new home:

Resident Signature	Date
Resident Signature	Date
Resident Signature	Date
Resident Signature	Date

Sherman Success Manual (“SSM”)
Resident Tip Sheet

- Do not turn the air conditioner off completely, as the combination of warm weather and no air conditioning can cause mold and mildew to grow.
- During the winter in climates where temperatures may fall below freezing (such as Dallas and Raleigh/Durham), do not turn heat completely off to assist in preventing freezing pipes.

Washer:

- Do not overload the washer and never put oversized items such as rugs, blankets, or comforters in the washer.
- Never run the washer unless you will be in your apartment for the entire cycle in case the washer causes a flood or a fire.
- In the event of a washing machine flood, immediately turn off the washer and turn off the water valves located behind the washer and turn off the water valve at the hot water heater. Contact the management office for assistance in drying out the flooded area.
- Do not move the washer after installation.
- If the Resident owns his/her own washer, the resident must be sure the washer works properly since the resident is responsible for its operation.
- The Resident is responsible for any damage as described in the Washing Machine Addendum to the lease.
- Periodically check the washer water line hose for cracks and for leaks.
- The maintenance team does not install or repair washers owned by Residents.

Dryer:

- Do not overload the dryer and never put oversized items such as rugs, blankets, or comforters in the washer.
- Never run the dryer unless you will be in your apartment for the entire cycle in case the dryer causes a fire.
- Clean out the lint filter after each use of the dryer.
- Do not move the dryer after installation.

Sherman Success Manual (“SSM”)
Resident Tip Sheet

- Make sure the dryer vent hose is not kinked.
- Check the dryer vent inside and outside the apartment for blockages and lint.
- Report exterior bird nests in the dryer vents to the management/leasing office.
- The maintenance team does not install or repair washers owned by Residents.

Hot Water Heater:

- Periodically look around the hot water heater for leaking water. Immediately notify the management/leasing office if the hot water heater is leaking
- Immediately notify the management/leasing office if the hot water runs out quickly.

Ceiling Fans:

- Clean and dust ceiling fans regularly.
- Do not leave a ceiling fan turned on for more than two hours.

Window Blinds:

- Open window blinds instead of reaching through them.
- Use the pull string properly.
- Clean and dust window blinds regularly.

Smoke Detectors:

- Test each smoke detector monthly (by pressing in the test button) and replace batteries as needed
- Never disconnect a smoke detector.

Trash:

- Never leave trash outside your front door or on your patio as trash will attract bugs and mice, has a foul odor, and can stain the concrete and wood.

Sherman Success Manual (“SSM”)
Resident Tip Sheet

Floods:

- Immediately turn off the water at the shut-off valve located under sinks, behind toilets, behind the washer, or at the valve on the incoming water line between the wall and the meter above the hot water heater.
- Call the management/leasing office immediately and report the emergency.
- During and after a flood, do not use any electrical switches, outlets, plugs or appliances until the property manager or maintenance lead approves such use.

Vinyl and Linoleum:

- Rubber backed mats may cause vinyl and linoleum to stain, so do not use them on such surfaces.
- Clean the vinyl and linoleum often as dirt becomes difficult to remove over time.
- Spiked shoes or high heels will cause cuts and indentations in vinyl and linoleum, so do not wear them on such surfaces.
- Avoid moving appliances, and when moving appliances, place carpet under the appliance feet to prevent cuts, scratching, ripping, and indentations.

Bathtubs and Showers:

- Bathtub and shower dirt is easily removed with a product called Barkeeper’s Friend, which can be found at most grocery stores.
- Clean bathtubs and showers often using Tilex or similar products as dirt is extremely difficult to remove after it builds up.

Carpet:

- Clean stains quickly with soapy water, Oxy-Clean, or Resolve.
- Notify the management/leasing office immediately if the carpet becomes stained, as the maintenance team may be able to assist in preventing staining.
- Vacuum all carpet weekly.

Sherman Success Manual (“SSM”)
Resident Tip Sheet

- Place carpet/rug runners in high traffic areas.
- All pets must be house-trained properly.
- Do not use Carpet Fresh on the carpet.

Countertops:

- Do not place items on a counter that may scratch or burn the counter. Cover the counter with a cutting board, a towel, a heat pad, etc. depending what is placed on the counter.
- Clean countertops quickly after items are placed on them such as Kool-Aid, blueberries, cherries, tomatoes, strawberries, etc.

Toilets:

- Only toilet paper should be placed in a toilet. Do not put Q-tips, feminine products, paper towels, etc. in a toilet.
- Keep a plunger handy for toilet overflow emergencies.
- If a toilet starts to overflow, immediately turn off the water at the back of the toilet and do not turn on the water until the maintenance team fixes the toilet.

Sinks:

- Never place grease, hair, or fish rocks in a sink.

Balconies and Patios:

- See the Balcony and Patio Lease Addendum for further information.
- See the Pet Lease Addendum for further information.
- The concrete and wood on the balcony stains easily. Do not leave items on a balcony or patio that may leave stains such as potted plants without a drain dish or ironwork.
- Keep your balcony clean, and barbeque grills, indoor furniture, fitness equipment are never allowed on the balconies, nor is drying clothing, rugs, or towels.

Sherman Success Manual (“SSM”)
Resident Tip Sheet

- Outdoor furniture can easily damage building walls (siding, stucco, etc.) when being moved.

Storage Areas:

- Store items in fully-enclosed plastic containers to help prevent damage in the event of a leak, etc.

Amenity Areas:

- Please respect the common areas (including amenities).
- Management reserves the right to change policies regarding the amenity areas at any time and without prior notice.
- Residents must observe rules posted in amenity areas such as swimming pools, business centers, fitness rooms, etc.
- If the apartment community has a business center, the business center is open during the hours of the management/leasing office is open. Identification is required to check out the business center key. Absolutely no viewing of pornographic websites or other inappropriate sites (as determined by Management) will be allowed.
- Immediately report any problems with any fitness equipment to the management/leasing office.
- Contact the police department first and the management/leasing office second if you witness any crime on the rental community.
- If the rental community has gas grills, turn off the gas grills when not in use.

Garages and Carports:

- Be careful when maneuvering vehicles on the premises.
- Park only in your assigned parking spot to prevent towing.
- Do not park in fire lanes as the fire department may tow your vehicle.

Fireplaces:

Sherman Success Manual (“SSM”)
Resident Tip Sheet

- The flue must be open before and during the use of the fireplace. If you are not sure how to operate the flue, contact the management/leasing office before starting a fire.
- If smoke is backing up into the apartment, immediately extinguish the fire and immediately contact the management/leasing office.
- Do not burn items other than wood and/or fake logs



Mark McGee, Agent
Auto – Life – Health – Home and Business

1335 C Douglas Road Montgomery Illinois 60538
Phone: (630) 859-8848 Fax: (630) 859-8793

Why Buy State Farm Renters Insurance

- **Personal Property Protection** – theft, vandalism, fire, smoke, water, electrical surcharge (lightning) , storm damage
 - Protect your laptop computers and flat screen televisions from lightening storms and electrical surcharges.
- **Liability Protection**- provides you protection against lawsuits resulting from your property or accidental injury to others
- **Medical Payments to Others**
- **Loss of Use** – provides a temporary housing resulting from a covered loss which causes your building to be uninhabitable.
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*Auto/Life & Home/Life Discounts

*Significant Discounts for Newer Homes-Up to 40%

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*Discounts for Teachers, Firefighters, Nurses...

*Many other discounts available!



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630-466-5322

P.O. Box 584
Sugar Grove, IL 60554



Dear Residents,

My name is Todd Emperado your AT&T Connected Communities Manager. We at AT&T are so happy that you have decided to stay in this community. AT&T is proud to announce that Uverse is available to you. As a proud partner with your community we look forward to serving your **TV, Internet and Wired or Wireless telephone needs**. Uverse service is cable television and internet over our fiber rich network. To order service or if you have any questions about all of the great things **Uverse** can do feel free to call me directly. I look forward to hearing from you and hope your living experience is a great one!

Respectfully,

Todd Emperado
Account Manager
AT&T Connected Communities
773-213-3538



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Choose from 4 great offers you won't see anywhere else!

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All backed by the Comcast 30-Day Money-Back Guarantee

**These great offers are only available from me.
Please call to schedule an appointment.**

Alan Murphy
630.330.2337



Offer ends 1/15/11, and is limited to new residential customers. XFINITY service not available in all areas. Offer limited to (1) Digital Preferred TV with HBO; (2) Digital Preferred TV with HBO and HD DVR and Blast! Internet or Comcast Unlimited® service; (3) Digital Preferred TV with HD DVR, HBO, Starz, Blast! Internet and Comcast Unlimited® service. After 12 months, or if any service is cancelled or downgraded, regular charges apply to (1) Digital Preferred TV with HBO and (2) Digital Preferred TV with HBO, HD DVR and Blast! Internet or Comcast Unlimited® service. After 2 years, or if any service is cancelled or downgraded, Comcast's regular charges apply to \$89.99 and \$109.99 Triple Play offers. Comcast's current monthly service charge for Digital Preferred TV is from \$61.90 to \$77.90, HBO is \$17.99, HD Service is \$7.95, DVR Service is \$8.00, Blast! Internet is \$69.95 and Comcast Unlimited is \$39.95. TV and Internet service limited to a single outlet. Equipment, installation, taxes, franchise fees, the Regulatory Recovery Fee and other applicable charges (e.g., per-call or international charges) extra. May not be combined with other offers. **TV:** Basic Service subscription required to receive other levels of service. On Demand selections subject to charge indicated at time of purchase. **Internet:** PowerBoost® provides bursts of download and upload speeds for the first 20 MB and 10 MB of a file, respectively. Actual speeds vary and are not guaranteed. Not all features compatible with Macintosh systems. **Voice:** \$29.95 activation fee applies. EMTA required (\$5/month). Service (including 911/emergency services) may not function after an extended power outage. Call clarity rating based upon August 2010 call clarity analysis by Tektronix. Call for restrictions and complete details or visit www.xfinity.com. Comcast ©2010. All rights reserved. Norton™ is a registered mark of Symantec Corporation.

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GET FIT WITH ME IN YOUR HOME OR AT THE FITNESS CENTER!!



- . Body Fat % Measurement
- . Body Water % Measurement
- . Body Muscle % Measurement
- . Bone Mass Measurement
- . Weight
- . Tape Measure Body Measurement
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- . Personal Training, Program Design or Hybrid Training
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Hassan D. Stevenson

Phone: 630-728-6621
Web: www.HassanLFF.com



Vaughan Athletic Center Membership Rates 2010

Facility	Type	Monthly EFT <i>Resident / Non-resident</i>	Enrollment Fee	One Year <i>Resident / Non-resident</i>
Fitness	Individual	\$33 / \$40	\$25	\$396 / \$480
	Couple	\$50 / \$60	\$45	\$600 / \$720
	Student / Senior	\$25 / \$30	\$25	\$300 / \$360
	Senior Couple	\$42 / \$51	\$45	\$504 / \$612
	Family (3)*	\$63 / \$75	\$65	\$756 / \$900
* Additional resident family member: \$6 per person per month (ages 14 and up). Non-resident additional family member: \$8 per person per month.				
Aquatics	Individual	\$17 / \$20	\$25	\$204 / \$240
	Couple	\$25 / \$30	\$45	\$300 / \$360
	Student / Senior	\$13 / \$15	\$25	\$156 / \$180
	Senior Couple	\$22 / \$27	\$45	\$264 / \$324
	Family (3)*	\$34 / \$40	\$65	\$408 / \$480
* Additional resident family member: \$6 per person per month (ages 2 and up, under 2 are free). Non-resident additional family member: \$8 per person per month.				
Tennis	Individual	n/a	n/a	\$100* / \$150*
	Couple	n/a	n/a	\$175* / \$250*
* Court time additional.				
All-Inclusive	Individual	\$49 / \$60	\$55	\$588 / \$720
	Couple	\$67 / \$80	\$105	\$804 / \$960
	Student / Senior	\$36 / \$44	\$55	\$432 / \$528
	Senior Couple	\$54 / \$65	\$105	\$648 / \$780
	Family (3)*	\$82 / \$98	\$155	\$984 / \$1,176
* Additional resident family member: \$6 per person per month (ages 2 and up, children must be 14 or older to use fitness center). Non-resident additional family member: \$8 per person per month.				
Full-Service Locker Rooms	An upgrade can be added to any membership to utilize the full-service locker rooms. Amenities include steam room, sauna, toiletries, towel service and keycard access. The full-service locker rooms are available to All-Inclusive members ages 18 and up for \$10 a month and to Fitness and Aquatics members ages 18 and up for \$20 a month.			

