



Tenant Housing Information

Local Property Management: Construction Resources **Owners/Landlord** RWD Campus Developments

Steve/Crystal Emmons
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General Information:

Website: www.rwdcampusdevelopments.com

Company Email: rwd.campusdevelop@sbcglobal.net

Facebook Page: Legacy Village

Information/Problems...

ALL INFORMATION (SEE DOCUMENTS TAB) AND PROBLEMS (SEE MAINTAINENCE REPORT TAB) AT THE COMPANY'S WEBSITE

(include adequate information with all requests or inquiries especially house address/number, room letter if applicable)

Handbooks: All operating handbooks are found and to be kept in the cabinet above the microwave

Entry Door Codes Replaces front door key, do not share personal code with anyone including friends etc.
Codes can be individualized or one per house. We will reset codes once per house during the year-after that \$50/occurrence

ADT Alarm Codes: The system has both a passcode and false alarm code. All suitemates should know both codes and how to use accordingly. A phone has been installed in each "House Captains" room to respond to the monitoring company accordingly.

Land line: Each unit has a landline for emergency use. (share with parents) and phones are installed in the kitchen and house captains bedroom. Voicemail instructions are in the Comcast handbook but is not required to be set up unless desired.

Internet: The homes are both hard wired and have wireless internet capability. Your internet key is located on the Comcast handbook and thru your local property manager @legacyvillagendu@gmail.com

Cable TV: Additional services beyond the communities basic services can be requested thru your local property manager @legacyvillagendu@gmail.com. All pay per view services ordered are the responsibility of the unit. Please provide details on upgrade requests and pricing to Landlord.

Security: We recommend that you keep your entry doors locked at all times. Do not leave valuables on the first floor. Do not leave valuables or what may appear to be in your vehicles at any time. Alarm systems should be used at all times. Please be a good neighbor and be aware of any suspicious persons or activities in the community.

Monthly Invoices: Invoices will be sent to all House captains on or about the first of each month with a specified due date. If parents are funding-we ask that they forward the monies thru their son/daughter and that all payments come from the respective house in one envelope. Envelopes will be forward to the Community captain or deposited in the mailbox slot noted.
Effective 9/1-all payments are to be made to RWD Campus Developments, LLC

Trash: All trash should be placed in the dumpsters provided. Trash and litter around each house should be picked up immediately the following day of a party/tailgate event. No trash should end up over the fence or on adjoining ND property. Failure to abide will require management to hire someone to do and the cost will be passed on accordingly.

Grills: Please clean grill grates periodically with the brush provided as well as to empty grease can tray

periodically. Purchase an all purpose cleaner to clean all flat services. **Grills should be covered when not in use.** Please make sure to turn the gas off when not in use.

Parking: We have more than adequate parking for the community. Generally you should park in the spaces in front of your respective units. Unit four/five should use the lot to the side of their units as should units eight and fourteen. Do not park in handicap spots unless approved.

Travel: We encourage our tenants to use the west/McErlain entrance as their daily in/out of the community. When using Ironwood, please use extreme caution in entering or leaving the community. We will be adding a street sign soon at Ironwood to mark Legacy Court for visitors as well as a street light which is in the works for safety purpose.

Bikes: All bikes are to be properly store and locked in the racks provided. Bikes can be stored in the storerooms in your unit during the winter time.

Owner Entry: The owners/property managers and their approved workforce will need access to all units as is deemed necessary to inspect, service or monitor the conditions of our community. A form documenting our entry and purpose will be left on the dining room tables as a record. We will always knock first before entering any common/private area.

Cleaning: Management can refer local cleaning services should you want. We recommend you maintain the cleanliness of your unit regularly to avoid charges for services at departure.