



Villa Capital Properties, LLC
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RENT PAYMENT

All tenant rent payments are due on the first of the month.

You may pay your rent online with bank draft or credit card at www.rentvcp.com

Or, you can pay your rent with cash at a CheckFree location.

Please refer to the document **VCP Rent Payment Instructions**

UTILITIES

Please contact the utility companies directly to ensure service for your cooking gas, electricity and phone service.

The following are service providers contact numbers:

Gas	People's Energy	866-556-6001	www.peoplesenergy.com
Electric	ComEd	800-334-7661	www.exeloncorp.com
Cable	Comcast	800-226-2278	www.comcast.com

MAINTENANCE HOTLINE 312-281-1464

VCP has an information retrieval and messaging system

You can leave your maintenance request on this system.

VCP will prioritize, distribute and track maintenance requests with this system

When leaving a maintenance request it is imperative that you provide:

1. Your address including your unit number
2. Day and/or evening phone numbers
3. Detailed message of your maintenance request

All after-hours maintenance requests must be put on the Maintenance Hotline

REFERRAL INCENTIVES

VCP greatly appreciates tenant referrals. If you refer a new tenant to VCP who applies and is accepted, VCP will pay you a referral fee equal to \$200 per referral.

LOCKOUTS

If you are locked out of your apartment, VCP will do their best to get you back in your apartment during business hours only.

If you are locked out during weekend or nighttime, it is your responsibility to contact a locksmith.

Any cost incurred due to lockouts are your responsibility

PETS

Dogs and cats are allowed in some buildings, only with advance written approval by VCP

Dogs are subject to weight restriction and may be denied for any reason

RENTER'S INSURANCE

VCP does not cover your personal property.

You are required by your lease to purchase renter's insurance.

Purchasing renter's insurance is the best way to protect yourself when renting an apartment.