



**OFFICE HOURS:**  
 Mon-Fri.....9am - 5:30pm  
 Sat.....10am - 4pm

**PHONE NUMBER:**  
 309-682-8532

**NOTES FROM THE OFFICE**

- ⇒ For those of you with garden plots, this is the month to start clearing those out.
- ⇒ *The office will be closed Oct 4th from 10am-2pm for a staff event.*
- ⇒ We love to see the creativity come out as our neighbors participate in our Halloween decorating contest. **2 lucky winners (1 up and 1 downstairs) will receive \$50 off their rent!** Judging on Oct 31st.
- ⇒ Peoria Heights Trick or Treating is Halloween Night from 5-8p.m. If you would like to participate pick up a flyer at the office to tape on your door!

**MY QUESTION**

**I locked myself out, can someone help me get back in?**

*Yes!*

If your name is on the lease or listed as an occupant for the apartment you may come up to the office and sign out a key for 15 minutes free of charge. If we are closed, please call 309-682-8532 and leave a message for emergency maintenance, who will drive out and let you in. After hours does come with a \$45 lockout fee.\*

**\*NOTE:** There are fees for breaking into your apartment, these fees are more than the lockout fee. To protect the building and your finances, always call for a lockout.

*No.*

If your name is not listed on that apartment, unfortunately we can not unlock the apartment. Sorry for the inconvenience!

**COMMUNITY TIPS**

- ⇒ **SPEED LIMIT 10 MPH** Please keep the posted speed limit in mind when traveling in our parking lot. This is for your safety, as well as others. Many residents walk their garbage to the dumpsters, walk their pets on a frequent basis, and there are young children at play as well. We are concerned for the safety of everyone. *Thank you!*
- ⇒ **KEEP DUMPSTERS CLOSED** Racoons are not our friends, and leaving dumpster lids open is a great invitation for pests, we ask that you be mindful to close the lid once you've deposited your garbage. We appreciate you!
- ⇒ **KEEP AN EYE ON LAUNDRY** Set a timer for your laundry. We want everyone to be able to complete their household chores in a timely manner. Your neighbors will thank you!
- ⇒ **TIMELY MAINTENANCE** If you notice an issue in your apartment or the community that is in need of repair, please notify us as soon as possible. We take pride in our neighborhood. Thanks for your help!

**October 2018**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Rent is due	2	3 Building 11 Pest Control	4 <i>Office closed from 10am-2pm</i>	5	6 Rent is late add \$25
7	8	9	10 Building 12 Pest Control	11	12	13
14	15	16 Rent is really late add \$25	17 Building 13 Pest Control	18	19	20
21	22	23	24 Building 14 Pest Control	25	26	27
28	29	30	31 <i>No Pest Cntrl Décor Contest Winner announced</i>			

**APARTMENT LIVING TIP**

**HOW TO UNCLOG YOUR TOILET**

*Step 1*—Place plunger completely over the opening to create a seal, if using a plunger with a flange, pull the flange out.

*Step 2*—Make your first plunge gentle to avoid breaking the seal and splashing.

*Step 3*—Maintain seal and plunge vigorously in and out. Stick with it. Plunge 15 to 20 times if necessary to shift clog.

*Step 4*—Be patient. Try alternating between steady strokes and larger heaves.

*Step 5*—Keep enough water in the bowl so that the plunger stays covered. Trying to force air through the toilet trap won't generate enough pressure.