



WELCOME TO RT3 REALTY & MANAGEMENT

ASSIGNED MANAGER:
Rhonda Covington
rt3realtymgmt@gmail.com
773-340-2029

Hello and Welcome HOME! We are excited to welcome you to the RT3 family!

Here are a few things to remember as you get settled into your new place:

*Make sure to have your utilities turned over as soon as you take possession/next business day.

(ComEd # 800-344-7661 / Peoples Gas # 866-556-6001)

*Please move in all large furniture through the rear of the building.

*Please notify your manager of any issues/concerns you may discover in your unit.

*Please be kind and respectful to your fellow neighbors at all times.

RENT PAYMENTS CAN BE MADE VIA:

***Cash or Money Order** made to RT3 Realty & Management: Pay in office to manager.

***Zelle: 773-815-3144** *Remember to put the address/unit number as a note.

***Cashapp: \$RT3realtymgmt** *Remember to put the address/unit number as a note.

(*We appreciate and encourage communication with management if you are experiencing any hardships or delays in payment so that we may discuss a plan of action.)

TRASH DAY: _____ Please make sure to have all trash out on trash day to avoid pest/rodent issues. Also make sure that trash goes in the trash can and not on the ground.

WORK ORDERS: Go online www.rt3realtymgmt.com to report unit issues.

Emergency work orders will be addressed within 24-72 hours; Non-emergency work orders will be addressed within 7-15 business days; Any cosmetic work orders or tenant requests will be considered within 15-30 business days.

*If there is a **WATER EMERGENCY**, please contact the manager immediately via call & text.

*If there is a **FIRE EMERGENCY**, please contact 911 immediately, and then the manager.

Exterminations: Completed on a quarterly basis unless there is an active or reported issue.

Please remember to notate your address and unit number on all electronic payments!

Again, welcome to your new home! We hope to build a long-lasting relationship!

Sincerely,

Management.