

Welcome to Beal Properties!

IMPORTANT MOVE-IN INFORMATION

- Contact the building engineer to coordinate your move in and to pick up keys. Contact your building engineer for any future maintenance and repair requests.
- Remember to set up the utility services necessary for your apartment to avoid possible service interruption.
 - ComEd Electricity **1-800-334-7661** www.comed.com
 - People's Gas **1-866-556-6001** www.peoplesgasdelivery.com
 - North Shore Gas **1-866-556-6004** www.northshoregasdelivery.com
 - Nicor Gas **1-888-642-6748** <https://nicorgas.com/>
 - Village of Winnetka **1-847-716-3558** <http://www.villageofwinnetka.org>
- Rent payments are due on the first of the month – **late after the 5th**. A late charge will be enforced in the event rent is paid after the 5th.
 - **Online Rent Payment**
 - Go to rentpayment.com to create an account for your new apartment
 - Search for your property and enter your tenant code to find your account
 - Create a username and password for your account
 - Make a one time payment or set up auto-pay with checking account information and routing number
 - **Payment by Check or Money Order**
 - Make payment payable to Beal Properties
 - Include your Tenant Code and Address on payment
 - Payment can be mailed or dropped off in our 24 hour drop slot at:
Beal Properties
2320 N. Damen Ave-Suite 1D
Chicago, IL 60647
- Maintenance requests should be directed to your building engineer first. Many of our building engineers can resolve standard maintenance issues.
You can also submit your maintenance requests online through our website:
<https://www.bealproperties.com/tenant-info/maintenance-request>
- Contact your building engineer in the event you are locked out of your apartment. You may also contact a locksmith. Any cost incurred because of lockouts shall be your responsibility.