



IMPORTANT INFO

For New Residents of Bottomline Properties

Rent: Rent is due on the 1st of the month

If you are **LATE**, you will be responsible for a late fee (\$100) **AND** immediately served a 5-day notice by our process server. Late fees are assessed on the **FULL** amount of rent (not the unpaid amount)

Utilities: Setting up utilities is **YOUR** responsibility. Failure to turn on could result in power outages or **NO** heat. Please review your lease to see what bill(s) must be transferred in your name prior to your lease start date.

Comed: 800.334.7661
Peoples Gas: 800.556.6001 English
800.556.6003 Spanish
Comcast: 800.266.2278

Maintenance: You have (3) option for maintenance request:

1. Submit Resident Service Request on our website
2. Email maintenance request to j.bottomline@gmail.com (Please include property address, unit #, Full Name, Phone # & description of request)
3. We can be reached via phone @ 224.522.1993

Emergency: Emergencies include major water leaks, break-ins, no hot water or no heat. Please contact us at 224.522.1993. If you smell gas in your unit, contact Peoples Gas **IMMEDIATELY** @ 866.556.6002