

Welcome to Anthony Drive Apartments



Here are a few things that will help you get acquainted with your new apartment.

Mail

Your mailbox is located along the driveway into the parking lot. It is labeled with your apartment number. If you do not want packages to be left outside your front door, you should notify the deliverer.

Electrical

The electrical system is on a circuit breaker. The breaker box is located in the utility closet in the living room. All of your breaker switches should be pointing towards the center of the panel. If a breaker is “tripped”, then it is pointing away from the center and you can reset it by switching it back to the center... like a light switch. (See below for picture).

You also have a GFCI (Ground Fault Circuit Interrupter) outlet in your kitchen and bathroom. All GFCI outlets have a reset button in the center. If this outlet is not providing electricity, then simply push the reset button to renew the electricity. This button will likely be black or red, however some are the same color as the outlet (they

will be labeled).



Circuit Breaker Box



GFCI Outlet

If you lose power in all or part of you apartment you should first check your breakers and then your GFCI outlets. If these solutions do not solve the problem then please call us.

Heating/Cooling

A gas water heater heats the water and baseboard heaters in your apartment. You control the temperature with the thermostat (picture below). In winter months, please leave your heat “on” and set to no lower than 60 degrees F. Failure to do this can and has resulted in frozen water pipes that burst. Do not let this happen to you. You also have a window air



Standard Thermostat

conditioning unit located in the living room. This unit is sufficient to cool the entire apartment.

Appliances

You have an electric range/stove in your kitchen. If your range is not working, check your circuit breaker to see if it needs to be reset. See *Heating/Cooling* for information about your window air conditioner and water heater.

Avoid Charges: A service charge is necessary if we have to unclog your toilet. Nothing should go into your toilet that did not first come out of you!

You have a hard-wired smoke detector and a battery operated Carbon Monoxide detector in your apartment. Please check these devices monthly by pressing the “test” button. Neither device should be removed or disconnected at any time for any reason. Please see the informational flyer about Carbon Monoxide detectors on the “Community Living Guides” page.

Pest Control

Pest control is your responsibility. Operating this way allows you to implement the level of pest control you desire. Furthermore, there are people who object to the chemicals that come with pest control. Please contact Weldon Pest Control (217-355-1876) for your treatment needs. An abnormal pest infestation (i.e. you believe your neighbor's living conditions are causing a pest problem) should be reported to your community manager.

Garbage Removal

Garbage is picked up on Tuesday and Friday. Please put all garbage inside the dumpster. Items left outside the dumpster will not be picked up and you will be charged a hauling fee.

Parking

Anthony Drive has open parking, which is included in your monthly rent. All parking must be in designated, lined spaces. Any vehicle parked outside (or perpendicular to) the lines, in handicapped zones, or on the grass will be towed at the violator's expense.

We hope that these things will help you to know your apartment and enable you to handle minor things on your own. Though there are things that you can handle quickly and easily yourself, please do not do any comprehensive maintenance to your apartment. If something ceases to work or if you have questions, then please let us know; that is what we are here for. You can reach our maintenance department at 217-378-2729.

Thank you for choosing a Royse and Brinkmeyer Apartment!



**ROYSE & BRINKMEYER
APARTMENTS**

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