

HOUSE MANUAL



1853 N. Kimball Ave

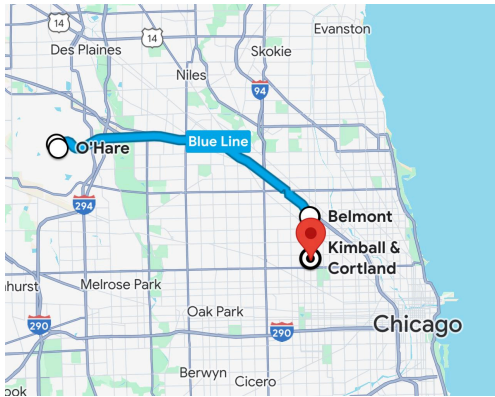
Unit 1

Chicago, IL 60647

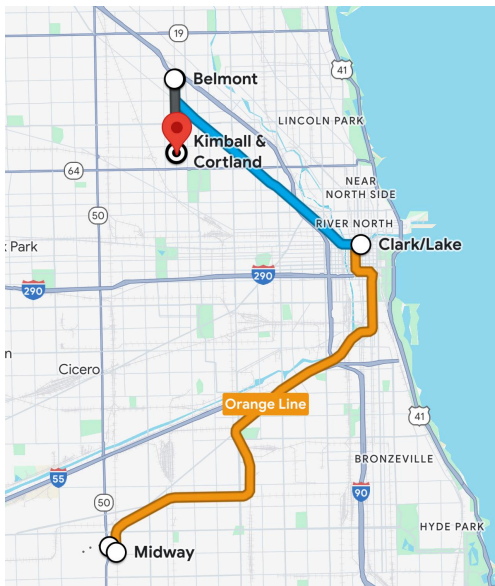
HOW TO GET HERE



Getting here by Public Transit



From O'Hare Airport take the **CTA Blue Line Train** towards **Forest Park**, ride 8 stops and get off at the **Belmont**. Train Ticket Fare is \$2.25 each way. (City of Chicago may charge a surcharge of \$5.00, for fares originating or going to O'Hare Airport). At **Belmont** stop, transfer for free to the bus (keep train ticket and make sure to transfer within 30 min of fare purchase), walk 1 min to the corner of **Belmont & Kimball Ave**, and take **CTA 82 Bus** towards **31/Lawndale**. Ride **CTA 82 Bus** for 13 stops and exit bus on **Kimball/Cortland** stop. You will arrive at the front of the apartment building. We recommend using Map Apps such as Google Maps or Apple Maps to give you the best real time public transit updates and ETAs for travel.



From Midway Airport, take the **CTA Orange Line** train towards the **Loop**, ride 13 stops and get off on the **Clark/Lake** stop. Then transfer (keep train ticket and make sure to transfer within 30 min of fare purchase) **CTA Blue Line** train towards **O'Hare**, for 12 stops and stop at the **Belmont** Stop, Train Ticket Fare is \$2.25 each way. At **Belmont** stop, transfer for free to the bus (keep train ticket and make sure to transfer within 30 min of fare purchase), walk 1 min to the corner of **Belmont & Kimball Ave**, and take **CTA 82 Bus** towards **31/Lawndale**. Ride **CTA 82 Bus** for 13 stops and exit bus on **Kimball/Cortland** stop. You will arrive at the front of the apartment building. We recommend using Map Apps such as Google Maps or Apple Maps to give you the best real time public transit updates and ETAs for travel.



Getting here by Car

If you're getting here by car it takes approximately 20-25 minutes from O'Hare Airport depending on traffic. Take I-190 East and Keep left, follow signs for IL-171/Cumberland Ave and merge onto I-90 East. Take I-90 East, Kennedy Expressway towards Downtown Chicago and Exit 45B for Kimball Ave, and turn right on Kimball Ave. Continue on N Kimball Ave for 1.7 miles and then you will arrive.

Uber/Lyft/Taxis are available at both O'Hare and Midway Airport in Chicago.



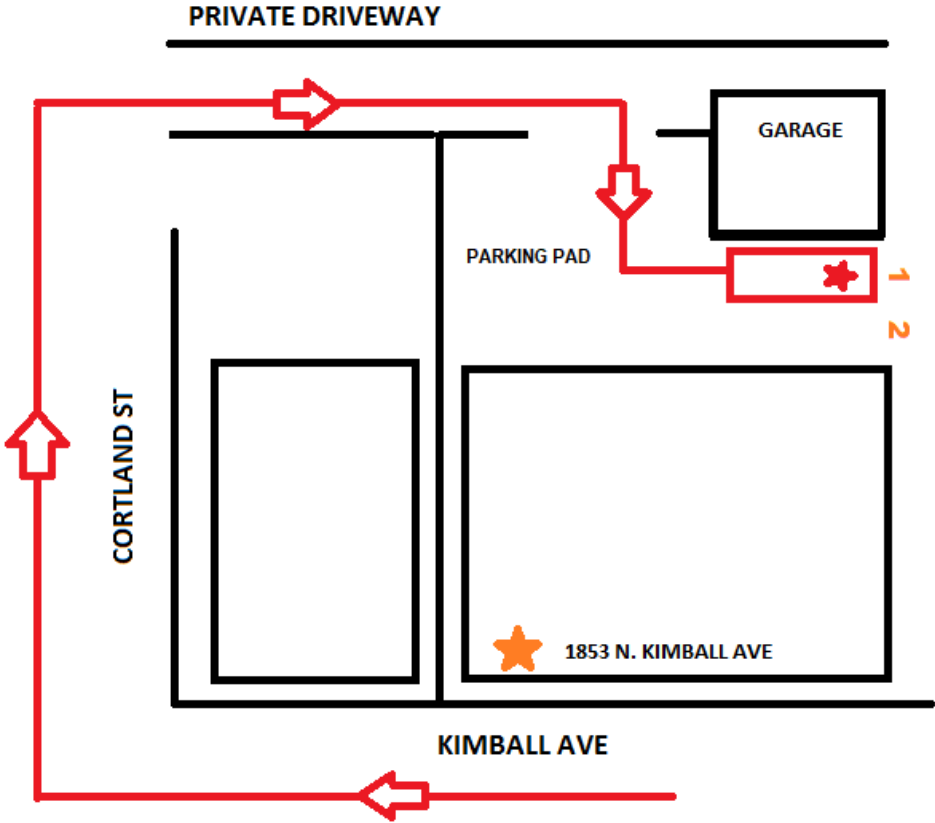
Parking

There is free on-street parking located on Kimball Ave & Cortland St. Please be aware of Tow Zone signs for Rush hour between 7am-9am and 4pm-6pm & Snow plowing, also Permit Parking, and Street Cleaning Signs when parking to avoid parking tickets, fines, and risk of your car being towed away.

One outdoor parking pad spot is available with your stay. This spot is located in the rear of the property. To access this spot, please enter through Cortland St, and turn into a private driveway that leads to the back of the property, and turn right into open gates onto the gravel. Your designated parking spot is located on the left, alongside the garage. There are two parking spots; your parking spot is located on the left side labeled **"1"**. Please make sure you're not blocking anyone's access to the pad as well as the other parking spot, as we have several other tenants who also park in the pad.

IMPORTANT: For those who will be bringing a vehicle and using the designated parking spot, please make sure to send your vehicle Make, Model, Car Color, and License Plate Number to us before or upon arrival so we can add you to the authorization list. Any unauthorized vehicles parked in the parking pad will be towed at vehicle owner's expense.

PARKING PAD EXAMPLE



HOW TO CHECK-IN

- Check-in time is anytime between **3:00pm-11:59pm**
- Early Check In is available for an additional charge of \$50, but is subject to availability. Please message the host to confirm.



IF NOT PARKING ON THE OUTDOOR PARKING PAD

1. On Kimball Ave, Front gate by mailbox is not locked, lift the latch and enter
2. Follow the stairs **UP** to the main door with a keypad.
3. Enter the Access code given on the Keypad to enter.
4. **The access code will be given to you one day before your stay, please review messages from the host.**
5. Once you enter, on your immediate right you will see a door labeled "1". This is your unit door.
6. There will be a lockbox on the door handle of Door 1, there will be 2 keys located inside.
7. One Key opens up the Unit 1 Door, One opens up the Rear Main Doors by the parking pad if needed.
8. Open the shutter door on the lockbox.
9. Rotate the dials to the Access Code given for Lockbox.
10. Hold black lever down with your left hand and with your right hand push down the gray to open the lockbox.
11. Take the key out and then push down the release button to close the compartment door.
12. Scramble the combination dials to lock the door and conceal the access code.
13. Close the shutter door.

IF PARKING ON THE OUTDOOR PARKING PAD

1. Entrance for the outdoor pad is at the rear of the property, located through a private driveway on Cortland St.
2. Follow the path of the driveway and turn right into the open gates and then turn left into the parking pad spots. They are two parking spots, your spot is designated for the LEFT Labeled "1".
3. We share the parking pad with other tenants in the property, so make sure your car is not blocking the entrance/exit of the parking pad.
4. After Parking, make your way to the front of the building.
5. Follow the stairs **UP** to the main door with a keypad.
6. Enter the Access code given on Keypad to enter.
7. **The access code will be given to you one day before your stay, please review messages from the host.**
8. Once you enter, on your immediate right you will see a door labeled "1". This is your unit door.
9. There will be a lockbox on the door handle of Door 1, there will be 2 keys located inside.
10. One Key opens up the Unit 1 Door, One Key opens up the Rear Main Doors by the parking pad if needed.
11. Open the shutter door on the lockbox.
12. Rotate the dials to the Access Code given for Lockbox.
13. Hold black lever down with your left hand and with your right hand push down the gray to open the lockbox.
14. Take the key out and then push down the release button to close the compartment door.
15. Scramble the combination dials to lock the door and conceal the access code.
16. Close the shutter door.

IMPORTANT: For those who will be bringing a vehicle and using the designated parking spot, please make sure to send your vehicle Make, Model, Car Color, and License Plate Number to us before or upon arrival so we can add you to the authorization list. Any unauthorized vehicles parked in the parking pad will be towed at vehicle owner's expense.

HOW TO CHECK-OUT



- Check out time is anytime before 11:00am.
- Late Check Out is available for an additional charge of \$50, but is subject to availability. Please message the host to confirm.

Before leaving:

- Put any last-minute dishes in the dishwasher and turn it on.
- Please clean up any dirty dishes and put them away.
- Replace and move back any furniture that was rearranged.
- Clear your food from the refrigerator.
- Take out the trash.
- Black Trash Dumpster Bins are located in back of the property at the end of the driveway way on Cortland St exit.
- Make sure you turn off the stove, lights, fans, and AC/Heaters.
- Make sure you lock the doors and ensure all door are closed upon exiting.
- Return the keys back to the lockbox.

HOW TO ACCESS WIFI



Network: Adware_Virus

Password: toddhall

HOW TO ACCESS STREAMING APPS

1. Power on TV with Roku Remote Control.
2. Roku Home Screen should open up automatically when the TV is powered on. If not press "Home" Icon on Roku remote control for all streaming apps available. Scroll using arrow navigation on the remote to find the app of choice.
3. Please note Host doesn't provide any subscriptions for streaming. Please use your own login information. Also be sure to log off once you're done so no one else has access to your account subscriptions.

SAFETY & EMERGENCY

In case of Life Threatening Emergency, Call 9-1-1



- **Fire Department:** (773) 342-1211
- **Police Department:** (312) 744-8290
- **Hospital:** (773) 278-2000

Smoke/Carbon Monoxide Detector is located in the main hallway ceiling near the bathroom door and dining room.

Fire Extinguisher is located in the kitchen lower cabinet right of the stove/oven range.

First Aid Kit including Medicine will be located in the bathroom vanity cabinet.

Emergency Exits are located in front and rear of the apartment.

HOUSE RULES

Please read carefully to avoid any Cancellation of Reservations and Fines. There are 4 outdoor white security cameras at the front & back main door, parking pad, sideways. We have 4 white security cameras in the public common area stairwell on the 1st and 2nd floor both front and back of the property. Cameras will be on and monitoring both audio & visual, outside of the listing at all times.

- No shoes inside the house. Please remove shoes upon arrival.
- No Smoking (including No Cigarettes, Marijuana, Vaping, Hookah, or any type of drugs is allowed) inside the property. Also No smoking outside within 25 feet of the front doors, or in the yard. Please step outside of the gates.
- If caught smoking inside the unit, the host will charge guest a cleaning fee to restore the unit
- No Drugs allowed on the property (including Marijuana).
- Do not engage in any ILLEGAL activities anywhere on the property.
- Do not download anything ILLEGAL or any COPYRIGHTED material using the internet we provide. The internet cable company notifies us immediately and any guest caught in violation of this will have their reservation canceled immediately and fined for the damages associated with the internet cable company.
- NO outside visitors, and NO overnight guests without previous approval from me.
- Any additional overnight guests must pay the extra person fee outlined on my AirBnB profile.
- Absolutely NO parties or gatherings, or unauthorized guests are allowed inside the airbnb listing. If you are caught violating house rules during your stay, your reservation will be immediately canceled and you will be asked to vacate premises. You will also be charged for damages and any cleaning fees to restore the unit.
- Only Dogs & Cats are allowed. No other kinds of pets allowed on the property. Pet fee will be \$55 per pet. Guests are only allowed to bring ONE Dog or Cat with their reservation. If they bring more than one, you must notify the host to get prior approval before your stay.
- Please pick up after your pets when inside and outside of property. We will charge additional cleaning fees if excessive pet waste is found during your stay.
- Makeup Remover Wipes are provided in the bathroom vanity cabinet, please don't use towels for makeup or tanning product removal as they will be stained and damaged.
- All food items should be stored in designated food areas and not left out, to avoid pests.
- Use the kitchen freely but clean up any mess that is created, including dishes, counters, stove, microwave; no dirty dishes should be left in the sink overnight.
- If you break or damage something, please let me know and you will be responsible to pay its replacement or repair.
- Quiet hours must be observed between 10pm-8am.
- Return all keys back to the lock box before you leave. If keys are lost during your stay, you will be charged for emergency locksmith services to change all the locks/keys affected.

ABOUT THE HOME

We take great pride in offering you our home to stay whether you're here for vacation or a work trip. However please keep in my mind that this is a home and not a hotel. Homes are quirky and sometimes things happen beyond our control. So please be patient with us, we will try our best to resolve the situation as best as possible, and try to make your stay wonderful. Please notify us right away if there's any questions or concerns we can resolve for you.

KITCHEN

The Main Trash Can is located by the back door.

Please note the water line to the refrigerator is no longer operational. Water filter will not be replaced.

Also if you want Ice, we provide ice trays to make your own ice cubes.

Cleaning Supplies are located under-the-sink-cabinet.

We provide 1 paper towel roll and 2 extra garbage bags for your stay. It will be the guest's responsibility to replenish if they require more items for their stay.

Wine and other Drinking glasses, Plates and Bowls are located in the upper cabinets to the left of the sink.

Silverware, Cooking Utensils, & Pots and Pans are located in the lower cabinets.

Oven Mitts and Gloves are located in the lower cabinet to the right of the stove.

We have a kettle and both regular coffee and Keurig Coffee Machine for guest use. However we don't provide coffee or tea. Guests are responsible to bring their own if they would like.

We offer complimentary water bottles, coffee pods, and creamer (located inside the refrigerator) for the first night only. It will be the guest's responsibility to replenish if they require more items for their stay.

The City of Chicago picks up trash every Monday. Black Trash Dumpster Bins are located in back of the property at the end of the driveway way on Cortland St exit.

LIVING ROOM

Use the Roku Remote to turn on the TV.

Roku Home Screen should open up automatically when the TV is powered on. If not press "Home" Icon on Roku remote control for all streaming apps available.

Regular Live TV Broadcast Channels available by Roku. On Home Screen, select "Live TV". Choose your channels to watch.

Streaming apps are available and provided by Roku but we don't provide any streaming subscription services, please use your own login to stream.

Please log out of your streaming subscription when done, so no one else can access your account.

Please DO NOT unplug any devices or wires from the TV.

The Electric Fireplace is no longer operational. Please don't turn it on during your stay.

BEDROOMS

Each bedroom has extra Blankets located in the closets.

We have Sound Machines in each bedroom for extra privacy and a restful night of sleep. They are located in the closet.

Each bedroom has a tower fan located in the closet.

Each bedroom has an additional space heater. For safety please don't leave unattended and make sure to unplug when not in the room.

Iron and Iron Board is located in the Master bedroom closet.

We have duvet covers on our beddings (no top sheets). All bedding is washed after every guests

BATHROOM

Bathroom is stocked with Bath Towels, Hand Towels, Cotton Swabs, Cotton Balls, Toilet Paper, and Tumbler for you to store your Tooth Brushes.

Bath/Hand towels are provided per number of guest not per number of days stay.

Washcloth towels are not provided.

We only provide 4 rolls of Toilet Paper per stay. It will be the guest's responsibility to replenish if they require more items for their stay.

We also offer complimentary Shampoo, Conditioner, and Body Wash in dispensers located in the shower tub area. It will be the guest's responsibility to replenish if they require more items for their stay.

There is also a Makeup Remover Wipes, First Aid Kit, and Hair Dryer located in the Bathroom Vanity for you to use. Just be mindful of plugging too many electronic devices at a time as it may overload the circuit.

Place any Dirty Towels or Linens in the Laundry Basket located to the right of the tub.

NEIGHBORS

Please note that this is an older Chicago wood framed home, and has neighbors above you and below you.

Periodically you may hear walking sounds or conversations. We have provided sound machines if you like to drown out the sounds.

If at any time, it's too disruptive or beyond the normal apartment sounds, please notify us so we can contact them to lower their sounds.

This also applies to the neighbors below, if you can be mindful of walking hard and not running in the unit, as well as dropping luggage in the closets, so it doesn't disturb the neighbors below. Thanks for understanding and your cooperation!

OUTDOOR SPACE

Please be courteous and respectful of neighbors and tenants alike when outside.

Please do not disturb neighbors and tenants.

Please keep voices at normal level and no loud conversations including shouting or screaming allowed in common (public) areas and outside premises.

Please pick up after your pets if using the front and side yard.

We have security cameras located both outside premises of the property and indoor common (public) area of the property. The cameras will be on during your stay and will be monitoring outside the listing.

THERMOSTAT

The thermostat is located in the dining room. Feel free to adjust as needed. Do not use the AUTO Setting, select Heat or Cool.

Please note to always keep "Auto" on **NOT** "FAN" and make sure the "Schedule" is **OFF**.

In Winter months, please note Heat must be no higher than 78F and no lower than 65F when on.

Heat must be on at all times during the winter months to avoid pipes to freeze and HVAC set at least 65F.

AC must NOT be turned on when temperatures outside is below 60F.

In Summer months, AC must be no lower than 67F when on.

Heater must NOT be turned on when temperatures outside are 70F or higher.

Please note to not open any windows in the unit, as we have weather sealed them and have HVAC on at all times.

The HVAC machine has a blower that makes a whooshing air sound when on cooling/heating which is typical for machines like this. Please be aware of this when in use.

For additional Heat, we have space heaters in each bedroom closet. Be sure to unplug when not in the room.

Also please don't plug space heaters by the TV Sofa area and also in the same location, as it will over power the circuit breaker and power will go off.

PETS

Dogs and Cats are welcomed. However you must notify us that you're bringing your pet

You must get approval from the host if you are planning to bring more than one pet.

There will also be an additional charge of \$55 pet fee per pet.

When you're outside, please be sure to pick up after your pet and dispose of it in outside garbage cans located in the rear of the property. We will charge additional cleaning fees if excessive pet waste is found during your stay.

Also when inside the unit, please make sure to clean up after them as well, and be mindful of the furniture and walls so it doesn't get damaged.

LAUNDRY



Shared Coin Laundry is located on the first floor at the rear back porch of the building. Laundry room door is marked "LAUNDRY".

Laundry Light is motion activated. The Light will automatically turn off due to inactivity.

The machine only takes quarters and Wash/Dry are both \$1.25 each.

Please remove Lint from the dryer after every use.

Please note this is shared laundry with other tenants, so please be mindful of that when using the machines to not leave clothes in the machines for a long period of time and overnight.

Please keep the laundry door closed.

Periodically we will also use the laundry for Airbnb cleanings. However we will try our best to notify you via message if we need to use the machine if it happens at the same time.

Please note Laundry Detergent is not provided by the host.

LOGAN SQUARE RESTAURANTS



Bang Bang Pie Shop

<http://www.bangbangpie.com/>

Review by Thrillist

Logan Square's Bang Bang Pie Shop is a reminder of a simpler time, when everyone's favorite neighbor Ethel would let her pies cool on the windowsill. The pies at this bright and buzzy corner bake shop are handmade daily using the freshest seasonal ingredients, and their comforting scent alone will have you floating through the entrance. There are classics like key lime and apple, plus unique recipes like butterscotch meringue and maple bourbon pecan. You won't want to miss the small-batch sour cream biscuits either.



Scofflaw

<http://www.scofflawchicago.com/>

Review by Thrillist

This classy bar in Logan Square will make a gin lover out of even the most gin-averse of clientele. It's one of Chicago's top cocktail bars because it proves that the versatility of gin extends far beyond the usual G&T and because it's outfitted with antique sofas that are palatial AND comfortable. Scofflaw also serves a menu of better-than-basic small bites, and the kitchen is open until 1am.



Giant

<http://www.giantrestaurant.com/>

Review by Zagat Jason Vincent (ex Nightwood) is behind this hip, diminutive Logan Square spot serving seasonal New American fare plus craft cocktails in a funky, modern setting with banquette seating and a kitchen counter, inlaid woodwork and whitewashed brick, local art and a wall of spices.



Lula Cafe

<http://lulacafe.com/>

Review by Zagat

“Serving farm-to-table cuisine before it became popular”, this Logan Square “mainstay” is a “gold mine” for “exquisite”, “creative” New American fare (including an “amazing” vegetarian tasting menu) and “wonderful” cocktails; a “well-informed” staff works the “stylish” yet “laid-back” room where you “never feel rushed” – even when there are “huge lines” for the “fantastic”, no-reservations weekend brunch.



Longman & Eagle

<http://www.longmanandeagle.com/>

Review by Thrillist

Longman & Eagle, the Michelin-starred gastropub in Logan Square, has an exclusive whiskey selection (clocking in at over 400 labels), a craft cocktail menu, and an extensive beer list all fit for the most pretentious of drinkers, in the least pretentious of atmospheres. Longman takes a flavor-forward, honest approach to eating and drinking, and because it doesn’t accept reservations, there is always a wait for brunch, happy hour, and dinner alike. (And it is always worth it.) While whiskey may be king, the regional American fare has just as much to offer, hence the Michelin star. The menu changes often, but expect anything from beef tallow beignets and veal brains to wild boar sloppy joes, chicken and waffles, and a burger that, if you know what's good for you, you will order.

LOGAN SQUARE COFFEE SHOPS



Sip of Hope

<https://yelp.to/YPnsuctzHs>

Damn Fine Coffee Bar

<https://yelp.to/HpNP4wtbW7>

Gaslight Coffee Roasters

<https://yelp.to/rMKP4BJw25>

Chiqueolatte

<https://yelp.to/dMPvyXFmej>

Sipping Turtle Cafe

<https://yelp.to/owzl6Sl9m3>

LOGAN SQUARE CRAFT BEERS



Taproom

<https://yelp.to/nJdkZONbd>

Maplewood Brewery & Distillery

<https://yelp.to/jZnQXxXtYF>

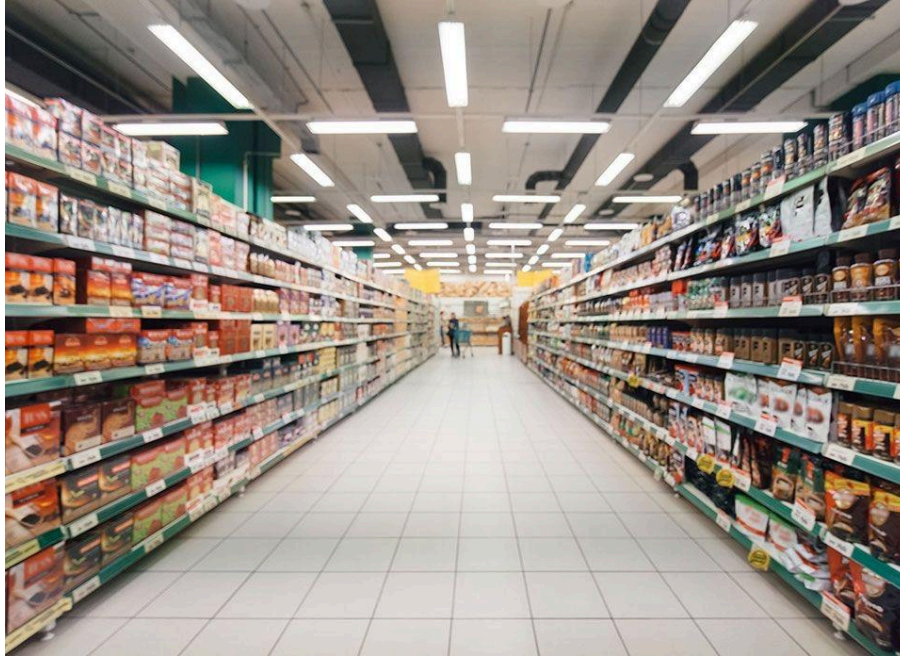
BiXi Beer

<https://yelp.to/yM4hE8E2rF>

Wyler Road

<https://yelp.to/gHyrrdVlZ3>

GROCERY STORES



Armitage Produce

3334 W Armitage Ave, Chicago, IL 60647

(773) 486-8133

<https://goo.gl/maps/TTUgUtTSoMQBnfgKA>

Rico Fresh Market

3552 W Armitage Ave, Chicago, IL 60647

(773) 227-7972

<https://goo.gl/maps/pDX9KmcULjcz4p2bA>

Jewel-Osco

3570 N Elston Ave, Chicago, IL 60618

(773) 583-9150

<https://goo.gl/maps/MXHDaoY5UDh2p6mG9>