



**BAYTOWNE APARTMENTS**  
**1000 BAYTOWNE DRIVE**  
**CHAMPAIGN, IL 61822**  
**PHONE: (217) 352-1000**

**GATEHOUSE**  
**RESIDENT'S**  
**GUIDE**

### **BAYTOWNE GATEHOUSE**

Open 24 Hours a Day  
Seven (7) Days a Week  
Phone 352-9111

### **BAYTOWNE LEASING OFFICE**

Mon – Fri 9:00-5:00  
Phone 352-1000

The sole purpose of BAYTOWNE and its facilities is for the use and enjoyment of the BAYTOWNE resident, but is NOT open to the public. All guests must be approved by the resident of BAYTOWNE or a BAYTOWNE staff person. All BAYTOWNE residents' vehicles must be operable and have a current license plate. The BAYTOWNE Gatehouse exists to create a controlled entry and is a service for the resident of BAYTOWNE, keeping your best interest at hand. Please remember the speed limit is 19 mph and no passing.

### **CAR STICKERS**

- Please keep your electronic sticker on your window of the authorized vehicle, if you get a new vehicle please inform the office.
- If your sticker gets moved or bent it will not work, please leave stickers where they were applied by the office staff.
- DO NOT let other vehicles display your authorized car sticker.

### **YOUR VISITORS:**

#### **While you're at home:**

- Visitors must always STOP to "check-in" at the Gatehouse.
- "Checking-in" by a visitor will give the courtesy person the following information: resident's name, visitor's name. Gatehouse will phone the resident's apartment when visitor arrives.
- Resident has the option of choosing visitors.
- If you know you'll be having a visitor, make a phone call to the Gatehouse, give pertinent information and the courtesy person will let the visitor "check-in" without a phone call to your apartment (this is for visitors that will be arriving within an hour of your phone call).

#### **When you're coming home:**

- If you arrive at BAYTOWNE with your visitor following in another car, stop to tell the courtesy person and give permission and pertinent information about the visitor. Visitor will need to "check-in". There will be no phone call to apartment.

#### **While you're away:**

- Expectant visitors whom you give permission to enter your apartment, even though you will not be home when they arrive: give the Gatehouse your approval with guest's name, car description and approximate arrival time.

#### **Visitors Pass:**

- Visitors who will be here for more than one day need a visitor's pass issued from the office. Residents need to come into the office to fill out the pass. The Gatehouse will keep a copy of the pass on file and the visitor must keep the pass visible on the front dash of the vehicle while on the property of BAYTOWNE.

**DELIVERIES:**

- Parcels may be made without a phone call (UPS, Federal Express, etc.)
- All furniture and appliance deliveries must be accepted by resident.

**EMERGENCIES**

- Call the BAYTOWNE Gatehouse at 352-9111, after leasing hours.
- Emergencies are water leaks, gas leaks, no heat in cold months.
- Lock-outs after office hours (Fee \$10.00 if key returned in 30 minutes. \$35 after 30 minutes)
- Service request are to be made at the BAYTOWNE Leasing Office during office hours, phone 352-1000.

**NO SOLICITATIONS**

- No soliciting is allowed on BAYTOWNE property, including BAYTOWNE residents and roommates. Please call the Leasing Office or Gatehouse if there is a problem.
- No pets allowed on property without prior written authorization of Baytowne Apartments.

YOUR PRIVACY COMES FIRST AND ALL RESIDENT’S NAMES, ADDRESSES, AND PHONE NUMBERS WILL NEVER BE RELEASED TO ANYONE.

**OUR DESIRE IS TO CONTINUE MAKING BAYTOWNE A PLACE YOU’RE HAPPY TO CALL HOME! THANK YOU SO MUCH FOR YOUR COOPERATION.**

Resident (Jointly and Severally):

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DATE

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DATE

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\_\_\_\_\_

DATE