**LEASE AGREEMENT**

Champaign Apartments LLC (CALLC), as Agent for Property Owner **Carisbrooke Apartments, LLC (landlord) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Tenant) agree** to the following:

1. **Property:** Landlord agrees to lease to Tenant improvements located at: **Champaign IL 61820**
2. **Term of Lease:** The term of this lease shall be \_\_\_\_\_ months beginning on \_\_\_\_\_\_\_\_ and terminating at 12:00 (noon) on \_\_\_\_\_\_\_\_\_\_. The tenant shall notify the landlord a minimum of 60 days prior to the current lease end date in writing of their intention to renew their lease. If tenant fails to notify the landlord prior to 60 days before end of lease of their intentions, the lease shall terminate at \_\_\_\_\_\_\_ and tenants will be charged half a month’s rent. The 60 days’ notice is in regard to a tenant’s lease ending date on whether they will renew or move out at the end of their lease and is not considered a policy to break the lease early.
3. **Carisbrooke Apartments, LLC** (Landlord) reserves the right not to renew the tenant based on payment history and, or behavior that violates the lease terms. Tenants who do renew will have their renewal rate go to the market rent rate at the time of the new lease date.
4. **Rent:** Tenant agrees to pay to Landlord as rent for the demised premises the total sum of $**\_\_\_\_\_\_\_\_\_**to be paid in monthly installments of $ beginning , with all payments **due on the first day of each month**. Prior to the delivery of possession, Tenant shall pay a prorated portion of an installment for that portion of the first calendar month included in this agreement. Forms of payment accepted: Personal Checks, Money Orders, Bank Checks, or online payments. **NO CASH**.
5. **Utilities:** Tenant shall pay all charges for utility service to the premises, including Water, Electric, Internet and Cable. Any utility that is the responsibility of the Tenant must be in their name before receiving keys and prior to moving in. Utilities must be kept on in the apartment and cannot be disconnected. Failure to keep utilizes on could lead to termination of the lease and additional charges due to damage caused by utilities being off. **Account numbers must be provided to the CALLC staff prior to key transfer.** Landlord agrees to pay the following utilities: Parking, Sewer, and Trash pick-up. Tenants can also obtain internet through CALLC for an additional charge.
6. **Late Payment Fee:** It is agreed by the parties that the Landlord has additional expenses with his time, record keeping and itemization of bills by the late payment of the monthly rent. The Tenant agrees to pay the below described reasonable fees:
	1. After the 5th of the month, and on or before the 10th, the tenant agrees to pay a $25 late fee.
	2. After the 10th of the month, and on or before the 15th, the tenant agrees to pay a $50 late fee.
	3. After the 15th of the month, and on or before the 30th, the tenant agrees to pay a $75 late fee
	4. The Tenant agrees that reasonable rent for being a "hold over tenant" after the termination of this Lease will be $100.00 a day to the Landlord for each day that he/she remains in possession of premises after the termination of the Lease.
	5. There will be a $50 returned check fee.

*The Tenant also agrees that the internet services for the apartment will be disconnected anytime the tenant is more than 10 days late on a rent payment****. \_\_\_\_\_\_\_\_\_\_\_\_\_*Initials**

1. **Payments: All Payments under this agreement shall be made payable to:**

**Carisbrooke Apartments**

1. **Possession of Premises:** Before tenant may take initial possession of the Leased Premises (and before landlord is required to give the tenant keys or other access to the Leased Premises to tenant) the tenant must first pay to landlord all monies due and owing to landlord at the commencement of this lease (including but not limited to initial rent, prorated or otherwise, and if applicable, move-in fee and refundable deposit) and tenant must otherwise be in compliance with any other pre-possession terms of this Lease (including but not limited to providing Lessor written proof that the tenant has established all applicable and required accounts for all utility services for the Leased Premises as prescribed herein). In the event that the tenant does not pay monies due or comply with any pre-possession terms the keys will not be handed over and the lease may be terminated. Should the tenant not comply with the above requirements, the tenant will not be refunded any fee the tenant paid to hold the apartment in their name.
2. **Condition of Premises:** Tenant has examined the property and its furnishings, know its condition, and acknowledge receipt of it in good condition and repair, normal wear and tear excepted. Tenant expressly agrees to pay charges for all cleaning which Landlord may deem necessary to restore premises to rentable condition after the termination of Tenant’s occupancy. Tenant is responsible for cleaning the apartment, including the carpet at the end of the lease. Tenant may becharged a fee of **$35/room** for professional carpet cleaning at the end of the lease. If Tenant chooses to have carpets professionally cleaned, they must provide landlord with receipt showing payment of services to have fee waived. Should the unit not be cleaned to the level at move in, the cost from cleaning/ hauling will be added to the tenants ledger account. Large balance after move out may be followed up in Court with an attorney to seek a judgment for the monies owed or sent to a collection agency for recovery of amounts owed.

**Exhibit B (cleaning fee/Damage Fee) will be a part of this agreement.**

1. **Landlord Inspection:** Landlord may inspect the property on a **quarterly** basis to check for general maintenance issues and document condition of the premises. Landlord will provide a copy of the inspection to the tenant upon request. If Landlord finds that Tenant has damaged the property beyond normal wear and tear, Landlord will give written notice to Tenant to repair items and a deadline to complete repairs. Upon notice that tenant will be vacating unit, Landlord will notify tenant of a pre-inspection of the unit approximately 30 days prior to the end of the lease to inspect flooring and the overall condition of the unit. Once a tenant has vacated the property a final move-out inspection will be done and any charges due to excessive cleaning or damages recorded from the move out inspection will be forwarded to tenants(s) for payment. Tenant has 30 days to pay additional cleaning or damage repair cost.
2. **Repairs:** Tenant shall be financially responsible for all repairs necessitated during the term of this Lease as a result of Tenant’s negligence. **This includes but is not limited to backed up plumbing lines that are a result of Tenant’s negligence, such as putting grease down sinks, drains, or overfilling toilets with toilet tissue or children’s toys.** Tenant shall not make any repairs to the home or apartment but shall notify Landlord who shall arrange for such repairs and then bill Tenant for the reasonable expense incurred thereby. Tenant shall immediately pay to Landlord the reasonable cost of any such repair.
3. **Move-in Fee and Refundable Deposit:** Upon execution of this lease, LESSEE shall pay to LESSOR or LESSOR’s agent the sum of $300 as a non-refundable move-in fee and in addition a $300 refundable deposit for total amount of $600.
4. **Damage to Tenant’s Property:** Landlord shall not be liable for any damage to Tenant’s property except for that due to the willful neglect of Landlord. Tenant shall be responsible for the insuring of all personal property. **Landlord will not reimburse Tenant for any food that is spoiled due to power outages or downed appliances. \_\_\_\_\_\_\_\_\_\_\_\_\_\_Initials** Tenant is encouraged to purchase renters’ insurance to cover the loss of personal items. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_Initials**
5. **Destruction of Premises:** If the property is destroyed by fire, the elements, or any other cause, to such an extent that it cannot be repaired within 21 days, then this lease shall terminate on the date of such destruction and all rent shall abate as of the date of such destruction. If the leased property is damaged by fire, the elements or any other cause so as to be capable of being repaired within 21 days from the date of damage, the Landlord shall have the option to repair the damages and during the time that repairs are being made the Landlord shall remit to the Tenant a just and fair portion of the rent according to the nature of the damage sustained and according to the extent that the Tenant are deprived of the use of the premises.
6. **Landlord’s Right of Entry:** Landlord shall be allowed access to the premises, at any reasonable hour as defined in the Champaign Tenant ordinances, upon adequate notice to Tenant, for the purpose of examining or inspecting the premises, and for making such repairs or alterations either as Landlord may deem necessary or appropriate or as Tenant may request. Landlord may provide this notice through phone, email, verbally or by posting notice. In cases of emergency repairs, Tenant gives landlord permission to enter the unit without 24 hours' notice.
7. **Use of Premises:** Said premises shall be used by LESSEE solely for residential purposes. Further, LESSEE shall not permit any unlawful or immoral practices to be committed upon the premises, nor perform or permit any practice which may cause a nuisance to the LESSOR or any of the other tenants or damage the reputation of or otherwise be injurious to the building or the neighborhood or increase the rate of insurance on the building.

LESSEE can have a maximum of two people per bedroom on the lease and inhabiting the property. Further, the use of the premises by LESSEE shall not allow any other persons to occupy premises hereby rented, except for casual visits of friends or guests limited to a two (2) day stay within any 30 day period. NO OTHER PERSON(S) SHALL OCCUPY SAID PREMISES FOR MORE THAN TEN DAYS, IN TOTAL, DURING THE TERM OF THE LEASES. LESSEE having other people occupying the residence not on the written lease will subject tenant to immediate termination. When appropriate, Landlord also has the right to ban anyone from the premises by use of a No Trespassing Order that will be enforced by the appropriate law enforcement agency.

1. **Pets, Subletting, Automobiles, Transfers, and Satellite dishes:** No pets are allowed on premises without written consent of the owner. Landlord requires every pet to be registered and information about pet breed approved by Landlord before pet is allowed on premises. Landlord charges a $200 nonrefundable pet deposit for Tenants approved for pets with a $20 per month pet fee. A limit of **two pets per unit and weight restrictions applies**. There will be a **$1,000** fine for any pets that are on the premises **without** landlord permission. This includes pets that are just "visiting" or being temporarily cared for by Tenant. Tenants who claim an emotional support animal are required to show documentation that proves the animal is registered as an emotional support animal. **\_\_\_\_\_\_\_\_\_\_\_Initials**

Tenant agrees not to sublet said apartment OR ANY PART THEREOF without consent from CALLC. A **$300 subleasing fee** is required prior to approving or preparing the sublease documentation. Tenants will be fully responsible for finding the sub-leasee. The sublease must first be approved by CALLC. A walk through of the apartment will be done before new tenant moves in and the original tenant will be charged for any maintenance repairs needed due to neglect.

Tenant(s) will be allowed to transfer apartments only after twelve months of their lease has transpired and at the convenience of the landlord. Tenant(s) will not be allowed to transfer if they do not pay rent on time during their lease or have any actions that have broken the rules of the apartment community.

Tenant(s) automobile(s) must be in operable condition and have current license plates and tags. Failure to comply will result in notice and/or towing at the Tenant(s) expense. Parking in designated handicapped spaces is prohibited without a state licensed handicap sticker, and Tenant(s) will be to subject to fines and towing at the Tenant(s) expense. Each tenant on the lease will be permitted to have one car on property. The tenant will need to provide car details in application such as license plate number, make, model, and color. If tenant will be getting a new car they are required to register the new vehicle with CALLC. Boats and recreation vehicles are not permitted. Tenants shall not permanently park a vehicle on property for more than two weeks without notifying property manager.

**Satellite dishes are prohibited**, and tenants shall not install or otherwise attach any awnings or other projections including but not limited to television or radio antennas on any part of the outside leased premises.

1. **Notices:** All notices and demands authorized or required to be given to Tenant may be served upon Tenant in person or by mail addressed to the resident at the address of the property.
2. **Attorney and Collection Fees:** In the event of default under this agreement, the defaulting party shall pay all reasonable costs to collect this debt. This includes, unless prohibited by law, all reasonable attorney's fees, filing fees, court costs, collection agency costs, service fees, and other related collection costs or contingencies. I understand that if any unpaid balance is turned over to our collection agency, a fee ranging from 33% - 50% will be added to the total balance due. **\_\_\_\_\_\_\_\_\_\_\_Initials**
3. **Joint Rental and Damage Responsibility:** All LESSEE signers of this Agreement, and their guarantors if applicable, shall be jointly and severally liable for any rental payments, damage to the premises, furnishings, and appliances within said unit. In addition, LESSEE shall be jointly and severally liable for damages to common buildings and parking areas, and any other expense caused by LESSEE to LESSOR including, but not limited to: repair, reset or replacement of fire alarms: damage to windows and doors in building halls and entry ways, laundry facilities, carpet/vinyl in units, mailboxes: expense of breaking up parties in halls, entryway or parking lot; removal of garbage, trash, and discarded furniture not placed in dumpster unless conclusive proof of responsibility can be determined. LESSEE shall be jointly and severally liable for any attorney’s fees and any other fees due pursuant to the Lease until paid in full.
4. **Default:** If Tenant Fails to pay in full any installment of the rent herein reserved within the first 5 days of the month when the installment is due, or if Tenant violates any of the conditions or agreements of this lease, then Tenant shall be in default under this lease. In such event, Landlord shall have the right and option to re-enter and repossess the leased premises and to terminate this lease.
5. **Waiver:** No failure of Landlord to enforce any term of this lease shall be deemed a waiver, and acceptance of a partial payment of rent shall not be deemed a waiver of Landlord's right to the full amount of the rent. Nothing in this lease shall be construed as a waiver of any rights of Landlord under the statute of the State of Illinois pertaining to Forcible Entry and Detainer or Landlord and Tenant
6. **Abandonment of Premises:** If the property becomes vacant during the term of this lease, and if at the time of the vacancy Tenants are in default in the payment of any installment of rent, then the rent for the entire term shall become at once due and payable and Landlord may proceed to collect rent for said entire premises, with or without process of law, to take possession thereof, to remove any and all property there from, to lease the premises as agent of Tenant, and to apply the proceeds received from such letting toward the payment of Tenant's rent under this lease; such re-entry and re-letting shall not discharge Tenant from liability for rent, nor from any other obligation under the terms of this lease.
7. **Disposition of Property:** Any and all property which may be removed from the premises by Landlord pursuant to the authority of this lease, or of law, to which Tenant are or may be entitled, may be handled, removed and stored by Landlord at Tenant' risk, cost, and expense. Tenant shall pay to Landlord, upon demand, any and all such reasonable expenses incurred in such removal and all reasonable storage charges against such property so long as the property shall be in Landlord's possession or under Landlord's control. Any personal property remaining in the premises after the expiration of the term of this lease shall be conclusively deemed to have been forever abandoned by Tenant and may be sold and otherwise disposed of by Landlord.
8. **Tenant’s Conduct:** Neither the Tenant nor their guests shall engage in any activity which interferes with the quiet enjoyment of other Neighbors. Lessee(s) will not permit any unlawful acts or cause or permit any loud, boisterous, or unseemly noises in or about said Leased Premises:

**1st Offense** – Tenant is warned.

**2nd Offense** – Tenant is fined a fee of $50.

**3rd Offense** – Tenant is fined a fee of $100

**Landlord may move to evict the Tenant after one offense.**

 Initials

Tenant agrees to keep the property clean, quiet and orderly. In the event that Tenant has a pet, Tenant agrees to take all steps necessary, including the removal of the animal, to preserve the cleanliness, tranquility, peace and quiet of the neighborhood. Failure by Tenant to abide by these terms, following written notice by Landlord, shall be grounds for termination of this lease.

Tenants(s) or a guest or other person under the tenant’s control shall not engage in acts of violence or threats of violence, including but not limited to, threats or threatening conduct made to or made against any member of landlord’s management staff (including such threats to any contractors, vendors, or agents of Landlord) and fellow tenants. Threats to tenant or staff safety will be grounds for termination of this lease.

Neither the tenant(s), guests, nor any other person shall be allowed to smoke in the unit if it causes nearby units to absorb smoke. Courtyards is a no smoking facility. Any violation shall be deemed as an offense. Tenants understand that any damage caused by smoking any substance will be considered damage. Damages include but are not limited to deodorizing carpet, repair or replacement of flooring, additional paint preparation, replacement of blinds, or any other surface damaged due to burn marks and/or smoke damage. In additional tenants will be charged a $150 fee if upon move out, the apartment smells like smoke and the apartment needs to be deodorized to get rid of the smell.

Drug activity and other legal matters: If Tenant **or guest** is engaging in illegal activities in the home, including sale or use of drugs on the premises, Landlord has the right to terminate the lease immediately. This includes criminal charges against the Tenant or guest that the landlord may discover through police reports or court record searches.

1. Any Children or person with a disability that requires supervision and are the responsibility of the tenant shall be at all times supervised while on property.
2. **Terms:** The terms of this lease agreement shall be binding upon the respective parties regardless of gender or plural terms.
3. **Housekeeping:** Tenant is solely responsible for maintaining a safe clean environment in the unit. Trash shall only be stored in appropriate containers as per city codes. Any city fines that are charged to landlord for any Tenant of guests poor housekeeping practices will be charged to the Tenant. Failure to pay these fines may result in termination of the lease. Tenant is responsible for always keeping the area outside of their unit free of debris. The outside area is to be uncluttered and kept clean. Tenants are responsible for salting and clearing snow directly in front of their door when required. Oversized garbage that does not fit in the dumpsters provided shall **not** be placed next to the dumpsters. Tenants shall make arrangements and pay for oversized items to be hauled away or donated.

If Landlord receives a written Notice of Violation from the City of Champaign for housing code violations that are the Tenants' responsibility, the following schedule of fines will be charged to the Tenant for each offense. Typical notices include parking in the yard, unlicensed vehicles on the premises, trash outside of a container or no trash service. **Examples outlined below**:

**1st Offense –** Tenant is fined a fee of $25, plus costs of landlord to remedy this issue. Landlord will charge an additional $50 if there is an unlicensed vehicle on the premises.

**2nd Offense** – Tenant is fined a fee of **$50**, plus costs of landlord to remedy this issue. Landlord will charge an additional $50 if there is an unlicensed vehicle on the premises.

**3rd Offense –** Tenant is fined a fee of **$100**, plus costs of landlord to remedy this issue. Landlord will charge an additional $50 if there is an unlicensed vehicle on the premises.

After 3rd Offense, Landlord has the right to begin the termination process.

 Initials

1. Care of the Premises: Prohibited activities and uses include, but are not limited to the following and Tenant agrees to pay for any assess violation fee as hereinafter described:
* No clothes or wearing apparel shall be hung out of doors or out of the confines of said unit.
* Tenant shall not permit or allow any rubbish, waste materials or other products to accumulate upon premises but shall always maintain the same in a reasonably clean condition.
* Tenant agrees to pay $100 per TV remote that is lost or not turned in upon move-out. (Applicable only to Courtyards tenants)
* Tenant agrees to pay $100 per garage remote that is lost or not turned in upon move-out. (Applicable only to Courtyards tenants)
* Tenant agrees to pay $50 per gym key that is lost or not turned in upon move-out. (Applicable only to Courtyards, Wellington, and Carisbrooke tenants)
* -Tenant agrees to pay $50 per mail key that is lost or not turned in upon move-out. (Applicable only to Courtyards tenants)
* -Tenant agrees to pay $100 per apartment key that is lost or not turned in upon move-out. (Applicable only to all tenants)
* -Tenant agrees to pay $100 per laundry key that is lost or not turned in upon move-out. (Applicable only to Twin Oaks tenants)
* Tenant must not set heat below 55 degrees Fahrenheit during winter breaks from school or any other time that may lead to pipe freezing. Tenant agrees to pay a $75 fee to Landlord if the heat is set below 55 degrees during these times. **If Tenant neglects to set thermostat to this minimum, and damage from frozen pipes occurs, Tenant will be charged for the cost of any repairs.**
* Tenant shall use all plumbing fixtures, such as toilets and drains, only for the purposes that they were designed for and no garbage or any other improper article will be poured down the drain.. The tenant shall pay for any damages in misuse of fixtures. Tenant shall be responsible for water larger than normal water bills from items such as running toilets or leaking faucets until the date the landlord is notified. Tenant(s) shall notify landlord as soon as possible to report leaks that will cause damage to the unit. Tenant understands that many of the plumbing fixtures include water shut off valves at the fixture that will stop additional water damage until the fixture can be repaired.
* Landlord or his agent shall have the right to treat the whole unit for any pests that Landlord deems to be present within the unit. Failure by Tenant to provide Landlord or his agent access to all parts of the unit for treatment shall be deemed a breach of this lease subject to the filing of an eviction action. Tenant shall have a period of fourteen (14) days from their initial possession date to notify Landlord in writing of any pests in the leased premises, including bed bugs. Landlord shall treat the leased premises for pests at its own expense if such notice is received within the fourteen (14) day notice period. However, if no such notice is received from the Tenant within the fourteen (14) day period, then any future cost of treatment for pests, including bed bugs, shall be at the expense of the Tenant. Any recurrence of pest infestations, including bed bugs, after treatment by Landlord and determination by the treating pest company that the infestation has been stopped shall, at the option of Landlord, be cause for termination of this Lease. Any additional treatment expense shall be the responsibility of the Tenant. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Initials**
1. **Maintenance Requests:** Tenant is required to contact Landlord anytime there is a maintenance request. Tenants’ failure to inform Landlord when there is a maintenance issue with the property can result in termination of a lease. Tenants can make maintenance requests by contacting the Champaign Apartments LLC leasing office for your property at the number listed at the end of the lease. Tenants may also submit maintenance requests online through the tenant online portal. For Maintenance emergencies, as outlined in the Maintenance Procedure Document marked Exhibit D, tenant can contact landlord through the afterhours call system by calling the leasing office number and pressing one when reaching voicemail. The After-Hours line is for emergencies only. If a tenant repeatedly contacts the After-Hours number for non-emergency issues, they will be charged for each call contacted that is not an emergency. Tenant shall not call a leasing representatives or owner’s cell phone. The tenant understands that once a maintenance request has been submitted, maintenance will enter the apartment without notice at their earliest convenience. **Any maintenance issues that are not reported to our main office phone number or through the tenant portal will not be processed.**
2. **Notice:** Landlord may terminate Tenant's right to possession of the unit by giving Tenant five days written notice to vacate for nonpayment of rent or by giving Tenant ten days written notice to vacate for violation of any other Lease provision. Any legal notice or demand may be served by tendering it to any person thirteen years of age or older residing on or in possession of leased premises; or by certified mail addressed to the Tenant at the leased premises, return receipt requested; Tenant acknowledges that if the notice by certified mail is returned to the Landlord with a notation that delivery was refused or unclaimed, it shall be deemed constructive legal notice. Landlord may also serve notice by posting it upon the door of the leased premises if no authorized person pursuant to the Lease is in possession of the unit. Notice to Tenant shall be deemed to be notice to Guarantor. Any notices to Tenant including those required by Statute, other than those for vacating the leased premises, may be made by electronic mail to the last verified electronic mail address provided by Tenant. These will include notices for the purposes of application of Security Deposit and for balance on account.
3. **Acknowledgement of Addendums:** The Tenant acknowledges that he/she received, read and understood the below addendums. The Tenant knowingly and voluntarily agrees to abide by all the rules and Regulations. The Following Addendums are to be a part of this lease.
	1. Rules and Regulations Document marked Exhibit A.
	2. Cleaning Fee/Damage Fee Document marked Exhibit B.
	3. Pet Agreement Document marked Exhibit C.
	4. Maintenance Procedures marked Exhibit D.
	5. Drug Free Housing Document marked Exhibit E.
	6. Disclosure of Information on Radon Hazards marked Exhibit F.

 Any notice sent by counsel to either Landlord of Tenant to any party under this Agreement shall be deemed transmitted by Landlord or Tenant, respectively.

The parties agree that this agreement may be electronically signed. The parties agree that the electronic signatures appearing on this agreement are the same as handwritten signatures for the purposes of validity, enforceability and admissibility.

Dated .

TENANT(S)

LANDLORD:

Champaign Apartments LLC Agent

 By: LLC OF property

 Ann Illinois corporation, Its Manager

By:

Landlord

|  |  |
| --- | --- |
| **Carisbrooke and Courtyards Leasing Office:** | **Barrington, Twin Oaks, and Wellington Leasing office:** |
| 2407 Hampshire Dr. | 902 Newcastle Dr. |
| Champaign, IL 61820 | Champaign, IL 61822 |
| 217-359-0248 | 217-403-1722 |

 **For Maintenance Calls/General Questions:**

 Maintenance requests for Carisbrooke and Courtyards can be put in by contacting the Carisbrooke leasing office via email Carisbrooke@champaign-apartments.net or by the office phone number, 217-403-1722.

Maintenance requests for Barrington, Twin Oaks, and Wellington can be put in by contacting the Wellington leasing office via email, Wellington@champaign-apartments.net or by the office phone number, 217-403-1722

\*MAINTENANCE REQUESTS WILL NOT BE TAKEN AT ANY OTHER PHONE NUMBER. IF TENANT CALLS A CELL PHONE OF A CHAMPAIGN APARTMENTS LLC REPRESENTATIVE, YOUR WORK ORDER WILL NOT BE ENTERED OR PROCESSED.

**Other Important Phone Numbers:**

Ameren – 800-755-5000 (Gas/Electric Service)

Illinois Water – 217-352-1420 (Water)

ConnectivityU – 309-451-4200 (Internet Service

Maintenance emergency after office hours – call 217-359-0248 or 217-403-1722 and press one on the voicemail