



Wampler Property Management, LLC.
905 S. Neil St. Suite C
Champaign, Illinois 61820
217-352-1335 Phone 217-352-1336 Fax
www.wamplerapartments.com

Maintenance Instructions

Requests: To make a maintenance request online, please refer to the “Tenants” tab located on the main page of our website. Please explain your request in detail and provide your contact information. Alternatively, you may call our office with a request Monday through Friday between 9 AM and 5 PM.

Emergencies: For after-hours maintenance emergencies please call the emergency pager number 217-261-0038.

Leaks: In the event of a water leak, there are usually shut-off valves found underneath a sink or below the tank of a toilet. Please shut off the water flow using this valve and contact us immediately to prevent any further damage.

Locks: You must have permission from our office to install any additional locks on doors. For after-hours lock outs, you must contact Dave and Harry Locksmiths at 217-352-5034. You will be responsible for their fees.

Garbage disposal: Please use care when using the garbage disposal. They are not designed to grind bones, gristle, metal, wood, etc. Also, please do not put rice into the drains as this can cause a clog.

A/C: All apartments with central air conditioning will have their filters changed before the heating and cooling seasons. Please leave the exhaust switch in the closed position on in-wall units when they are not in use.

Wall Hangings: The best way to hang items on walls is with small tacks or finishing nails. Bulldog clips or anchors are good for hanging heavy pictures. We consider small holes to be normal wear-and-tear; however any major damage caused may be held against your security deposit.

Pest Control: Your building may be treated periodically by TLC Pest Control. If you have any infestation problems and require an additional pest treatment, please contact our office.