

# Helpful Reminders

- **Regular business hours: 10am-4pm Monday-Friday**

We are closed on the weekends and for holidays (sometimes including some days before & after). Occasionally, due to unforeseen circumstances, we may have to be closed additional time as well (please call the office with any questions).

- **Rent is due on the 1<sup>st</sup> of the month**

Rent is considered late as of the 5<sup>th</sup> of the month and a late fee of \$25 applies. The late fee increases to \$50 as of the 10<sup>th</sup> of the month. You can pay by check, cashier's check, or money order. If you would like a receipt for your rent payment (optional), please stop in during our regular business hours (as noted above) or leave a note with your payment that you put in our mail slot.

- **Follow parking guidelines**

Please only park in your assigned parking spot (if applicable) and in the overflow parking spots (if there are any). Please look closely at any postings/signs (inside and outside) regarding parking. If you have a garage, please use it for parking your vehicle (not just storage). Abandoned vehicles and vehicles with expired tags, may be towed at the owner's expense. In the event of snowfall (unless posted otherwise, 2 inches or more), please move your vehicle from the lot so it can be completely plowed. Vehicles that are not moved may be subject to towing at the owner's expense. Parking rules (including for snowfall) may vary if your unit is part of an association.

- **Trash containers are for household trash only**

Please use the trash containers for household trash only. Do not place debris, furniture, electronics, mattresses, bikes, and other large items in or by the trash containers. The trash companies will not pick these materials up. You are responsible for disposing of large items. Also, use recycling containers (if applicable) appropriately.

- **Smoke/CO detectors and furnace filters**

Per your lease agreement, it is your responsibility to change the batteries in the smoke detectors and CO detectors (if applicable) in your unit. Many detectors have a reset button that must be pushed after changing the batteries. Also, if you have a furnace in your residence, it is your responsibility to check and change the furnace filter (approx. every 4-6 weeks).

- **Contact maintenance directly with any maintenance/repair issues**

If you are having some maintenance/repair issues, you may contact maintenance (Jim Funk). Please only contact him between 9am-5pm Monday-Friday, unless the issue is an emergency (water leak, no heat, water problems), then contact him immediately. Be sure to leave your name, address, phone number, and maintenance issue when you call, text, or email. Maintenance contact info: phone-507-273-8695; email-handypolive@yahoo.com



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