



## ***The Do's & Don'ts of Leasing***

***Please keep this form in a handy place!***

The following suggestions listed below are only meant to be helpful and to possibly eliminate costly maintenance charges to you. Maintenance items are usually the responsibility of the owner, but in some instances, depending on the cause of the problem, the resident is charged for the maintenance call.

### **KITCHEN**

#### **I. Garbage Disposal**

- A. Do not pack garbage disposal full of food, and turn it on and expect it to handle it. Feed food to garbage disposal slowly with cold water.
- B. Do not put celery, pasta, potato and onion skins, bones or foreign objects in the garbage disposal.
- C. Should your disposal not function, attempt to reset by locating the red button somewhere on the body of the disposal under the sink. It is usually found on the bottom recessed in the hole. Push the reset button while the disposal is *turned off*, run water, turn disposal on. If it still will not run, maintenance is needed.

#### **II. Self Cleaning Oven**

- A. Generally there are instructions somewhere on the stove itself. A panel on the inside of the door is normally where you can find them. If not, please check for literature that may have been left somewhere in the property. Every self-cleaning oven is a little different but most have the same basic principles for their use.
- B. General instructions for a self-cleaning oven:
  1. Set temperature and selector (broil, bake, clean) dials to clean.
  2. Usually there are two clock dials on the panel. The first one has the current time on it. The clock dial next to it will need to be set for the time you would like the cleaning to stop. It can be set for 1 hour, 2 hours, etc. *Example: If the current time is 10:00 a.m. and you want to clean for 2 hours, set the clock dial for 12:00 p.m.*
  3. On older models, slide the latch right above the oven door to start the cleaning process. If there is a latch release button on the panel near the temperature knobs, press this button before sliding the latch. The oven will continue to clean for whatever time period you have it set. After it is finished cleaning, it will need to cool down considerably before you are able to unlock the door.
  4. If there is a latch release button on the panel, you will need to depress it before attempting to release the lever on the door.

If you have any further problems, call our Maintenance Department and we will try to help.

#### **III. Refrigerator**

- A. If your refrigerator is not cooling properly, check the temperature setting. Generally the setting will range from 1 to 6. The average temperature should be set at 3.
- B. Should you find water accumulating under the vegetable drawers at the bottom of the refrigerator, you may have a clogged drain line. Locate the drain hole under the drawer and see if you can visually find anything clogging the drain. If you are unable to correct it, call our Maintenance Department.

## BATHROOM

### **I. Toilets**

- A. There always seems to be a lot of clogged toilets. Please remember nothing but toilet paper should be put down the toilet.

#### **DO NOT PUT THE FOLLOWING ITEMS DOWN THE TOILET!**

- Excessive amounts of facial tissue (Kleenex)
- Cotton Balls
- Q-Tips
- Paper Towels
- Tampons or Sanitary Napkins
- Disposable Diapers
- Condoms
- Any Other Foreign Objects

If any of these items are found, the service call will be charged to you the resident.

### **II. Leaks**

- A. If you are calling our Maintenance Department regarding a leak, please be prepared to be as specific as possible as to where the leak is. *Example: base of the toilet, shut off valve at the back of toilet, tub/shower head, and the location of the bathroom (upstairs, downstairs, master, etc.).*

## GAS FURNANCE, GAS WATER HEATER, & GAS RANGE

### **I. Pilot Light**

- A. Should your pilot light go out on either the furnace or water heater, call our Maintenance Department. **DO NOT ATTEMPT TO RELIGHT YOURSELF!!!**

### **II. Gas Smell**

- A. Call our Maintenance Department **IMMEDIATELY** if there is any gas smell.

### **III. Water Heater**

- A. Should you have a water leak, you need to shut off the water supply as quickly as possible. Look at the top of the heater for a faucet handle that should shut it off, and then call Maintenance.

## OUTSIDE WATER SPIGOTS

Make sure you disconnect your hose from all outside spigots as the weather changes, so that hoses and spigots do not freeze. If you are responsible for turning off the water to the spigot from the inside, please remember to do this before the first freeze. If you find your outside spigot is not working, check to see if it is shut off inside.

## ELECTRICAL

### **I. Electrical Outlet or Light Switch Does Not Work**

- A. Should you find that an electrical outlet or light switch does not work, first check the Breaker Box. Even if all the switches appear to be on or if you notice one switch thrown, do the following:
1. Flip all switches to the “off” position in the breaker box.
  2. Wait a few seconds.
  3. Flip all of the switches to the “on” position.
- B. If this does not correct the problem please call our Maintenance Department.

***We hope that you enjoy your stay in your new home!***