Welcome to Crestwoods Apartments! Thank you for staying with us. This document contains information that is part of your rental agreement; **please read it.**

Your **key** will open the front door of your apartment and your assigned bedroom door. Please check both locks when you arrive so that you don’t have any trouble after management has left for the day. Brentwood mail keys are in the apartment. Brentwood and Lynwood mailboxes are in the driveway to the property. The Edgewood mailbox is on the east side of the building.

Please return the **check-in sheet** within 3 days of arriving, to the black drop box. This is a chance for you to make note of any pre-existing damages. Please count the existing pin holes; write down the number (if no number is given, we assume 3) and approximate location. You are welcome to take pictures as documentation as well. If you notice things in the common areas, look for the common area check-in sheet or add them to the back of your room sheet. You may also note **maintenance needs** on the check-in form. If you have a maintenance need that comes up during the year, please leave a note in the drop box or email seeley3181@msn.com. In all communication be specific regarding the situation, duration of the problem and any other details or roommates involved. This allows us to resolve your concern faster. DO NOT TEXT MAINTENANCE NEEDS, THEY GET LOST.

Our **Policy Booklet** is in the kitchen cabinet of your apartment. It is part of your contract, lets you know how we work as management and answers a lot of frequently asked questions. Please take some time to familiarize yourself with it.

Management is available by phone during regular business hours (M-F 9-5). We are on call for emergencies after hours, BUT WILL NOT ANSWER THE PHONE. If you have an emergency, water is ALWAYS an emergency (WIFI is NOT), please call and **LEAVE A MESSAGE.** If your question/issue is not an emergency, please wait until business hours to call. All non-urgent communication, rent payments, check-in sheets, etc. should be placed in the **black drop box** on the southwest corner of the house at 672 E. 900 N. As a reminder of the rules of your contract:

 NO ANIMALS (including reptiles, small furry things, babysitting someone’s animal or allowing a visitor to bring their animal on the property.)

NO SMOKING, VAPING OR ALCOHOLIC BEVERAGES/CONTAINERS ON THE PROPERTY. You are responsible for informing guests of our policies. If someone smokes, they need to go all the way to the road, not just the grass or parking lot.

NO HOLES IN THE WALL. Please refrain from hanging things on the walls. We have experienced an increase in significant damage from command strips and prefer they not be used either. Adhesive LED light strips cause SEVERE damage to walls and we highly discourage their use—repair cost will be $150.

NO SLEEPOVERS, by significant others at any time. An overnight guest must be cleared with roommates AND be approved by management and may stay no longer than 3 days.

NO LIT CANDLES/INCENSE

**Utility** company contact info. and turn on instructions are in the Policy Booklet previously mentioned. Please verify that someone in the apartment has put the Logan City Utilities and Enbridge Gasbills in their name(s). You pay those companies directly. WiFi passwords are on the modem in the apartment or with the common area check-in sheet.

Please feel free to call or email if you have further questions!

Larry Seeley, manager

435-755-3181 (call/text) Seeley3181@msn.com (Please keep for reference.)