

## **Make sure to check the following before calling for Maintenance-**

\* Make sure you know where the panel box and shut off valves are\*

### ***IF THERE IS A WATER LEAK- SHUT OFF THE WATER VALVES IMMEDIATELY***

Heating or Cooling Issue:

- Make sure filter is clean or has been changed recently
- Put new batteries in the thermostat

Appliance not working:

- Make sure appliance is plugged in
- Check breaker box- reset breaker by turning it off and back on
- For Fridge- Check temperature settings
- For Dryer- Make sure lint catcher is clean

Clogged drain:

- First try plunging the toilet/sink/tub

Electrical issues:

- Check the breaker box to make sure all of the breakers are on
- Flip the appropriate breaker off and then back on to reset it
- Check light switches- some electrical outlets are connected to light switches
- Check/ Change light bulbs if there is an issue with a light fixture

Garbage Disposal

- Check breaker
- Try pressing the reset button on the garbage disposal under the sink

Issues with pests? (ants, mice etc)

- Tenant is responsible for Pest control
- Try spraying the pest or calling a pest control specialist
- CONTACT US IF YOU BELIEVE YOU HAVE AN ISSUE WITH BED BUGS

Power outage:

- Contact your Electric supplier to check for any reported power outages

Smoke detectors beeping

- Put new batteries in the detectors

White spots on dishes out of dishwasher

- This most likely is due to hard water. The best solution for this is to use a detergent with citrus or use citric acid in addition to your detergent

Windows letting air in

- Make sure window is closed correctly and locked

*According to the lease agreement-*

- *Item 15.C Tenant is solely responsible to pay the cost for repairing any damage that is the fault of tenant or tenant's family or guests*
- *Addendum: Repair invoices- if tenant makes maintenance call, tenant accepts responsibility to pay invoices if no repair is needed when service technician gets there. Tenant will be required to pay for any invoices due to tenant's deliberate or accidental damage to the property*