

Welcome New Residents

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WELCOME NEW RESIDENTS!!!

1. **Apartment Condition Acceptance Form:** Please complete the form within 5 days. Every resident must sign, date and return it to the mailbox in the front of the business office at 1420 Rollins Ave SE. We will visit every apartment soon to correct the items listed on each forms. If you need another copy of the form, you can find it here: www.ElmwoodProperties.com. Remember to put your **APARTMENT NUMBER** on the form.
2. **READ YOUR LEASE AND BUILDING RULES:** It is very important you understand and know the terms and conditions of your lease and building rules.
3. **RENT:** Rent is due on the 1st of each month in **one check**, along with the corresponding completed rent coupon. Please deliver it to the office at 1420 Rollins Ave SE mailbox slot.
4. **RESIDENT GUIDE and WEBSITE:** Almost everything you need to know about living here is at www.ElmwoodProperties.com. There are other forms there, too, which you can print out any time including rent, payment coupons and lease transfers. Please find the Resident Guide here: <http://www.elmwoodproperties.com/images/docs/ResidentGuide.pdf>.
5. **Contacting the office:** Please use CONTACT US on www.ElmwoodProperties.com.
6. **Heat :**
 - 1701-1725 Elm St SE and 1100 Como Ave SE buildings only: You can find the heat control knob in the living room on the radiator. Keep furniture AWAY from this knob so the furniture legs do not break it. Push the red button and turn the knob to "2." This will keep your apartment at about 70-72 degrees all winter. Any higher and your apartment may be too warm. Do not open the windows to "cool off" your apartment and waste heat. Just turn the valve down to "1" or even "0" to reduce the apartment temperature.
 - 924 17th Ave SE and 1313 Como Ave SE: On the wall in the living room is a control for the heat. The round knob adjusts blower speed only. Set it to low most of the time.
 - 1410 Rollins Ave SE and 918 17th Ave SE, 817 12TH Ave SE: These apartments have separate heating systems with a regular thermostat in each apartment. Turn the switch to "heat" and set the temperature dial to the temperature you wish. **Note: The radiator grills around the walls must be OPEN or your apartment will not be warm enough.**
7. **Air Conditioning:** Set airflow knob to CLOSED. Otherwise, your AC electric cost will double. The most efficient air conditioning is to set the machine at a constant low setting. This minimizes cost and gradually achieves the temperature you want. Rapid changes cost money.
8. **Parking:** We have parking spaces for everyone. Most are in the lots adjacent to the buildings. Extra spaces are near our office and the warehouse. Please email us if you need a space. When "SOME OTHER CAR IS IN MY PARKING SPACE," please go to <http://www.elmwoodproperties.com/images/docs/parkingviolation.pdf>. Print the form,

complete it and place the sheet on the windshield of the offending vehicle. Then give us a call so we can tow it.

9. **Package delivery:** If you are not at home, UPS, FedEx and other carriers can leave the package at our business office: 1420 Rollins Ave SE. You can also instruct your senders to deliver packages to the office.
10. **Internet:** All buildings have free internet. If your computer goes to sleep, you will need to re-connect. The Check In shows your username and password for your apartment.
11. **Webcams:** There are internet webcams all around and inside 1701-1725 Elm St, 918 17th Ave SE, 1313 Como Ave SE, 1100 Como Ave SE, 1410 Rollins Ave SE, and 817 12th Ave SE. You can see them any time on the website: www.ElmwoodProperties.com. username: viewer password: 0000
12. **Lock your apartment door and close your windows:** Potential burglars do not break windows or knock down doors. They find opened doors or windows and quietly help themselves into your apartment. Please reduce the temptation and always lock your apartment doors and windows when you are the last one out of the apartment. **CARS:** do not leave valuable items visible on the seats and you will have no problem. **Bicycles:** Keep only low-cost bicycles in the racks and **LOCK** them. You can also bring your bike inside your apartment.
13. **Communication:** You can reach us any time at CONTACT US on www.ElmwoodProperties.com or call 612-623-4488. We always answer the phone. If you have a problem with neighbors disturbing the peace, please call us, not 911, and we will resolve the problem.
14. **Grills:** ABSOLUTELY no grills on the decks. Anywhere in the yard is ok.

www.ElmwoodProperties.com CONTAINS EVERYTHING YOU NEED TO KNOW ABOUT LIVING HERE. LOOK HERE FIRST BEFORE CALLING THE OFFICE.

We will do all we can to help you enjoy your time here!

**NO GREASE NO FOOD
IN KITCHEN DRAINS !!!!!
ONLY WATER**

GREASE AND GARBAGE CAUSE THE DRAINS TO BECOME CLOGGED AND

DUMP WASTE WATER ON YOUR FLOORS.

**GREASE AND GARBAGE AND FOOD WASTE YOU MUST PUT INTO CONTAINERS OR SMALL PLASTIC BAGS AND
CARRY OUTSIDE TO THE DUMPSTER.**

Use your cursor or finger tip on touch screens to sign the form in the box below. By signing, I certify

that I have read and understand the information above.