

Welcome!

It is our pleasure to have you as new tenants. We sincerely hope that you find your new home comfortable and enjoyable. This welcome letter will provide important information.

#### Set Up Your Utilities

Any bills received after you move in will be billed to you or taken off your security deposit, so transfer utilities to your name immediately.

#### **Electric:**

Ohio Edison Co

Phone: 1-888-544-4877

Website: [www.firstenergycorp.com](http://www.firstenergycorp.com)

#### **Cable/Internet:**

Time Warner Cable

Phone: 1-800-892-4357

Website: [www.timewarnercable.com](http://www.timewarnercable.com)

#### **Gas:**

Dominion East Ohio

Phone:

Website: [www.dom.com](http://www.dom.com)

**Trash:** Your trash day is: \_\_\_\_\_. Set garbage out the night before, and bring cans in upon trash pick-up. The City will fine for containers left at the curb and fines are passed on to tenants of the property.

The City is also very picky about recycling. **Do not put trash in the blue recycle bins!**

Any trash we (landlord) have to pick up, remove and otherwise touch/dispose of will be charged back to the tenants of the property.

**Property Condition:** If you find something wrong with the property, please notify us immediately. We want to catch problems early and make repairs before they become expensive and more costly issues.

**Rent:** Payments are due on the 1st and considered late if not received or postmarked by the 5th of the month. To avoid late fees please mail your rent check(s) (no cash) to the address on your lease or use the envelopes we provide. If you need more envelopes, please ask.

We also send out email "rent reminders" each month, usually on or about the 20<sup>th</sup>. Students, if you want your parents to receive the emails, please send us an email with their name (first and last) and email address so we can add it to our list.

**Renters Insurance:** We highly recommend renter's insurance.

**Pets & Painting & Smoking:** Your lease and addendum prohibits pets (without previous written consent,) painting, and smoking.

**Maintenance:** If the problem is a life threatening emergency call 9-1-1.

If you have an emergency maintenance issue call 330.268.6458. If it is minor issue that needs attention but isn't causing damage to the building, you can call or email, [info@halifaxdev.com](mailto:info@halifaxdev.com) with a description of the issue. Remember to always leave a detailed description of the problem, along with your name, rental address/unit and phone number.

We look forward to a great year together,

Team Halifax