Important Maintenance Numbers

Dear Tenant,

Welcome to your home. We are pleased to welcome you as new resident of one of our houses/apartments. We look forward to meeting your home-related needs during your residency here.

A list of important numbers is listed below. These are numbers that you may need to call during your residency during your lease term. These numbers include our office number, emergency numbers and the names and numbers of workers who have been pre-approved by the owners to do work on the premises. As your lease indicates, all work on the premises, including maintenance areas that the Tenant is responsible for, must be completed by pre-approved licensed workers. You must obtain written approval if you wish to use licensed workers that are not on the pre-approved list. Using non-approved workers is a violation of the lease agreement and grounds for termination of the agreement. Thank you for your cooperation.

|  |  |
| --- | --- |
| Office number and hours: |  |
| **Emergency Contacts**  | **Phone Numbers** |
| Fire |  |
| Police |  |
| Ambulance/paramedic |  |
| Gas leak |  |
| Water line break (need to shut off) |  |
| Loss of electricity |  |
| Emergency property repair (no heat, air condition, sewer back-up, roof leak) |  |
|  |
| Pre-approved regular maintenance workers (Tenant’s responsibility)  |
| Lawn care |  |
| Plumbing |  |
| Appliances |  |
| Pest Control |  |
| Broken window |  |
| General Home Repairs  |  |
| Other: |  |