

# Potomac Crest Apartments - 1522 Walnut Street

March 10, 2017

Thank you for calling Potomac Crest Apartments your home. We would like to take this time to update you on a few items and provide information regarding the property.

- 1.) Rent is due on the 1st of every month and should be mailed to the PO BOX address listed in your rental contract.
- 2.) Smoking is not prohibited inside the units. If you smoke outside, please do not throw cigarettes in the grass. There is a considerable amount collecting in the front yard. This is both unsightly and a fire hazard.
- 3.) Windows must be kept SHUT when raining; especially the windows in the back of the building that are not protected by an overhang. We have had several incidents with water damage due to a window being left open during a rain shower.
- 4.) Please place all trash and debris in the receptacles in the parking lot.
- 5.) We have increased the pest control services and have seen an improvement. Please call or email with any concerns. As a reminder, do not leave food out and do not feed the outside cat. Furthermore, it is vital that all floors and horizontal surfaces are vacuumed weekly. The pest control company has reported that they cannot tell if activity has reduced in some homes because the areas are not being vacuumed. As a reminder, we will be on site and entering each home the first Thursday of each month between 9am & 2pm.
- 6.) Air conditioning/Heating Unit - In order to keep your unit operating efficiently, please vacuum the filters on a monthly basis. They are located in front of the unit.



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7.) As a reminder, please be respectful of everyone living at Potomac Crest Apartments. Please be mindful of loud music and noise that will be disruptive to those around you.

Please refer to your signed lease if you have any other questions or need further information regarding your home. As always, please call with any questions or concerns.

Thank you!