

# Potomac Crest Apartments - 1522 Walnut Street

September 30, 2018

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.) The **air conditioning/heating units will be serviced** on **October 4, 2018** **between 8am-4pm**. The service men will be entering your home throughout the day. If you are not home, I will provide access.
- 2.) As a reminder, smoking is NOT allowed inside the units.
- 3.) Windows must be kept SHUT when raining; especially the windows in the back of the building that are not protected by an overhang and will take on water.
- 4.) Please make sure that all trash is placed inside of the trash receptacles located at the west end of the parking lot. There has been a lot of trash on the ground. Please do your part to keep it clean!
- 5.) Let me know if you need a kitchen strainer. Too much debris is being placed down the kitchen drain and is causing the disposals to fail. The garbage disposal is NOT meant for trash. Please capture debris in the sink strainer and place debris in your TRASH CAN.
- 6.) Outdoor bar-b-que grilling is not allowed under the balconied areas. All grills must be monitored at all times and kept 20+ feet away from combustible items and the building.
- 7.) Each tenant is required to obtain rental insurance per the signed lease. In addition, each tenant is required to provide a copy of the insurance policy to Day Lou Properties, LLC. If you have not obtained renters insurance, you are in violation. Please obtain coverage immediately.
- 8.) 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.
- 9.) Please report any running toilets or leaking sinks immediately.
- 10.) Please check your smoke detectors to make sure they are working properly. New batteries may be needed.

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