Le Mirage Resident Maintenance Instructions

We are getting swamped with some easy fix it yourself work orders that could help maintenance become more efficient with other pressing issues around the property. The following are problems you need to always check and handle before calling:

Air-Conditioner does not work- Check all circuit breakers often during hot weather or if a circuit breaker overloads, it will flip off the circuit A/C breaker. Remove, clean the filter. **A dirty filter will prevent the A/C from working.** Also if the A/C is blowing hot, please turn off the unit before maintenance gets to your home so it can thaw out.

Garbage Disposal does not work- Check underneath on the disposal unit for the reset button which may need to be reset. Also check the circuit breaker it might have overloaded.

Electrical does not work in part of the house- Check the GFI plug, which is usually located in the kitchen or bathroom. Reset the GFI plug and most likely, it will restart the electrical.

Circuit breakers keep going off- Check all appliances to see if the circuits are being overloaded with appliances such as microwave, toaster, curling irons, blow dryers, etc.

Smoke alarm doesn’t work or chirping- Check to see if the batteries have to be replaced

**TENANTS ARE RESPONSIBLE FOR THE FOLLOWING MAINTENANCE:**

\*Replacement of light bulbs in bathrooms

\*Clean air conditioning filters from the office every month

\*Keep the dwelling clean and sanitary, inside and out, free of grease, mold, mildew, cobwebs, etc.

\*Proper disposal of unwanted furniture off the property – not in the dumpsters

\*Pick up all pet droppings on property. Keep pets on leashes and do not let them cause damage to your apartment home.

\*In kitchens, keep all hood vents cleaned regularly, as well as ovens

\*In bathrooms, prevent mildew from accumulating. If mildew appears, use a product such as X-14 or Tilex to remove. Remove immediately. Keep bathrooms properly ventilated to prevent it from happening. Please USE the exhaust fan while taking showers and for an extended reasonable time afterward

\*Proper disposal of Holiday lights. They are only to be up during that season and immediately removed.

**TENANTS WILL BE RESPONSIBLE FOR THE FOLLOWNG CHARGES:**

\*When sewer stoppage is caused by tenant placement of debris in line such as toys, tools, diapers, rags, sanitary napkins, extensive toilet paper, etc.

\*If the Tenant fails to report necessary repairs.

\*If the Tenant causes damage to the property in any area.

\*If the Tenant’s pet causes damage to the property

\*For replacing doors, broken glass and/or windows on the unit unless the Tenant provides a Police Report detailing the criminal cause of the problem.

\*Any damage to the property caused by Tenant’s guests or invitees.

**WORK ORDERS**

The Maintenance Staff performs maintenance work, as you requested by you, from work orders **ISSUED** by the front office. When calling the office for a maintenance task it is not feasible to request the maintenance staff come immediately to your apartment, unless it is an emergency situation (i.e. broken pipe, severe water leak, no a/c in hot weather, fire, electrical failure, or sewer back up). Should a maintenance emergency occur in your absence, a member of the Staff has the right of entry.

It is my desire to provide the highest quality living arrangements possible for you. I have an open door policy, so if you have any questions, please come in or call so we can discuss and maintain enjoyable environment.

Sincerely,

Jessica Esquivel