

ADA OHIO PROPERTIES, LTD.

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Welcome to
Your Rental

-Welcome Guide-

Welcome

Everyone at Ada Ohio Properties, Ltd. welcomes you to your rental. We are here to help your move be a pleasant experience for you and your family. Please call/text Matt at 419-371-7059 with any questions and/or concerns during your stay.

You will receive a copy of Emergency Phone Numbers to hang on your refrigerator for easy reference.

Below are some pointers, as some of you are seasoned renters and some are away from home for the first time. Our prime concern is your safety and happiness as one of our renters. That includes your parents/co-signers.

Security

We ask that everyone who rents an apartment please lock your exterior doors when you are not in the apartment. We have not had a problem at our rentals, but that is because we ask all renters to be careful.

Smoking

We ask that you do NOT smoke inside your apartment. If you do smoke, please make sure, if you smoke, that you keep an empty can (soup, coffee, etc.) or ash tray receptacle to put your butts in. They are not to be disposed of in the garbage, or should they be thrown on the ground around the property, or if you have a porch or patio they should not be thrown on those surfaces either.

Appliances Guidelines:

Garbage Disposal

First, you need to be careful about what you throw into the garbage disposal. Fat from meat

and their bones (no matter how tiny) should never be put into the garbage disposal. Vegetable and fruit peelings raw or cooked can be tossed in the garbage disposal, also egg shells. Bottle caps, left over popcorn, apple seeds, and other seeds are banned. Never place non-food items in your disposal. Be careful of jewelry while using the disposal. You are responsible for the repair of your garbage disposal.

Use Instructions

1. Turn on the cold water.
2. Turn on the garbage disposal.
3. Feed the disposal a little at a time. Take care to keep utensils and your hands out of the drain.
4. Let the food clear the disposal - you can hear when it's clear.
5. Turn the disposal off.
6. Let the water run for 15 to 30 seconds more to flush the pipe.
7. Turn the water off.

Dryer

Check the filter in the dryer before using it. The dryer can break down or cause a fire if the filter is over-loaded. Always check and clean the filter before each load.

Plumbing

Only put toilet paper in the toilet. Do not put any sanitary products, paper towels, make-up remover pads, etc. There is a plunger in every bathroom. Please use it before calling a

plumber. The plunger usually fixes the problem. If you don't have a plunger in your bathroom, please contact Matt Brown.

Trash

Please do not leave food out, as it may result in rodents and bugs. We suggest you purchase a kitchen garbage can with a lid and put a plastic bag inside for garbage. The lid should be closed, except when you put in garbage or are disposing of the plastic bag in your outside garbage for pick-up by Sanitation. Always seal the plastic garbage bag before disposing in the Trash Can. Loose garbage causes bugs and rodents. If you have questions about your trash removal please contact Matt Brown.

Heating /Air Conditioning

To conserve cost of heating and air conditioning, please lower heat to 55 when you are not in the apartment and turn off the air conditioning when you are not in the apartment. However, each apartment has ceiling fans installed in bedrooms and common areas. These are energy efficient devices that will improve the heating and cooling in your apartment - our advice is to let your ceiling fans run constantly to assist with keeping your heating and cooling costs down. During warm/hot weather, to help produce a comfortable breeze or 'windchill' that cools the skin, blades should rotate in a 'reverse' counter-clockwise motion. During winter heating periods, to help move warm air that is trapped on the ceiling, blades should turn 'forward' in a clockwise motion.

Rent Payments

All rent is to be paid by mail and must be postmarked by the 1st of the month. We provide rent envelopes that are pre-addressed for your

benefit, if you need rent envelopes please
contact Matt Brown.