

IMPORTANT PHONE NUMBERS

Rocky Mountain Property Management

Office 669-0842
After-hrs Emergency Pager 278-2225
Toll free 1-877-578-8524

Electric Service

City of Loveland 962-2111
Poudre Valley REA 226-1234
City of Ft. Collins 212-2900
Xcel Energy (Pub Serv) 800-895-4999
Other

Gas Service

Xcel Energy (Pub Serv) 800-895-4999
Other
Your gas will be billed by RMPM.

Water/Sewer Service

Little T. Water District 532-2096
City of Loveland 962-2111
City of Ft. Collins 212-2900
Town of Johnstown 587-4664
Town of Berthoud 532-3754
Loveland/Ft Collins Wtr Dist 226-3104
Other
Your water will be billed by RMPM.

Trash Service/Recycling Program

City of Loveland 962-2111
Waste Management 482-6319

Telephone

Qwest 800-244-1111
McLeod USA 800-909-3012

Television/Cable

Lvld - Comcast Cable 663-2000
Ft. Collins - Comcast Cable 493-7400
TCI Cablevision (Grly/Wndsr) 351-0669
Other

Mailboxes

TENANT CHECK-OUT LIST

When you vacate your rental unit, please use the following checklist:

Kitchen

- Ⓢ Clean refrigerator inside and outside.
- Ⓢ Clean stove inside, outside, racks, broiler, and top drip pans.
- Ⓢ Clean hood fan and grease filter.
- Ⓢ Clean cabinets inside and outside; remove all paper
- Ⓢ Clean dishwasher inside and outside.
- Ⓢ Clean light fixtures.
- Ⓢ Clean floor.

Bathroom

- Ⓢ Clean ceramic tile and grout; remove all soap residue.
- Ⓢ Clean walls, chrome, fan, medicine cabinet, vanity cabinet, tub, toilet, and sink.
- Ⓢ Clean floor, baseboards, mirror, and light fixture; replace burned out or missing bulbs.

Bedrooms, Living Room, Family Room

- Ⓢ Clean all closets, doors, door tracks, and baseboards.
- Ⓢ Vacuum carpet; professionally clean carpets.

Miscellaneous

- Ⓢ Clean all windows inside; clean all window frames and sliding tracks; dust screens.
- Ⓢ Wash all drapes, iron, and rehang or clean mini-blinds.
- Ⓢ Clean all light fixtures, inside and outside; replace all burned out or missing bulbs.
- Ⓢ Vacuum all heat registers and cold air return grilles.
- Ⓢ Clean all baseboards.
- Ⓢ Sweep and wash patio, walks, driveway, and garage floor. Remove oil and grease from driveway and garage floor.
- Ⓢ Remove all trash, clippings, or debris from premises.
- Ⓢ Cut and trim lawn (spring, summer, and fall).
- Ⓢ Tenant will be responsible for any breakage.

TENANT INFORMATION



Welcome to your new home!

Rocky Mountain Property Management, Inc. is an agent for the property owner. We are an equal opportunity landlord, and our policies and procedures conform to applicable Colorado and federal Fair Housing Laws.

Updated 12/08

Emergency Maintenance Services

Emergency services are available after hours and on weekends by calling the emergency pager number - 278-2225. An emergency is considered to be only those circumstances where health and safety are threatened or damage is being (has been) caused. For instance, no heat in winter is an emergency, but a jammed garbage disposal is not.

Non-Emergency Maintenance

Requests for maintenance service can be made by calling the office during business hours at 669-0842. **NO ROUTINE MAINTENANCE SERVICE WILL BE RENDERED FOR TENANTS WITH OUTSTANDING BALANCES.** Be prepared to be specific about the location and nature of the maintenance problem.

Safety Tips

Safety for yourself and your family are of the utmost importance. Always be aware of your surroundings as you walk from your car to your home. Watch near bushes and trees for movement. Keep the exterior walkway well lit in single family homes, and if you live in an apartment, report any exterior lights out immediately.

Inside your home, keep personal items away from combustible sources such as water heaters and furnace.

REMEMBER TO CHANGE YOUR SMOKE DETECTOR BATTERY !!

Caring for Your Rental Home

Garbage Disposals are a frequent maintenance request. First, try the reset button located on the bottom of the machine. Press the button and retry the disposal. If you hear a buzzing noise when you flip the switch, it means the disposal is jammed. Call us for service if this does not work. Remember that if our maintenance technicians find bones, bottle caps, celery, potato skins, glass, etc. in the disposal, you will be backcharged for the call.

Plumbing systems need care, too. DO NOT put grease down any drain, and always use the strainer in the kitchen sink.. DO NOT put feminine products or large quantities of toilet paper in toilets. If you use paper towels in the bathroom, do not flush them. Bathtub drains and lavatory sinks can run slowly if clogged with hair, so periodically use your fingers, pliers, or tweasers to remove hair accumulations.

Faucets that drip need to be reported if the water is dripping constantly or running in a steady stream. Do not crank down on the faucets to get them to stop as this can cause the stem or faucet handle to break. Please don't hesitate to call us to fix your dripping faucet at no charge to you.

Bathtubs need to be cleaned about twice monthly. Use products with bleach to kill mold spores. You can mix your own bleach solution by adding 1/4 cup of bleach to a gallon of water. Poor cleaning habits result in higher costs against your deposit.

Carpets can be preserved by using area rugs and throw rugs in hallways. Families with small children who wander with food will want to seriously consider this trick to avoid permanent stains in the carpeting.

Furnace filters are changed by RMPM once per year. You may opt to change the filter more frequently at your own expense. At the time that maintenance changes filters, we also inspect for water leaks or other potential maintenance problems. Keep personal items well away from furnaces and water heaters.

Lawn watering is important during the summer months. Lawns should be watered every other day in the heat of summer for about 20 minutes for each coverage area. In early summer, water every 3rd or 4th day depending upon moisture. You can decrease watering when it rains only if the rain shower provides a good soaking.

DON'T FORGET to unhook your hose in the Fall!! Leaving the hose connected to the sillcock will cause the water line to freeze and break and can cause extensive water damage inside the house.

Lawn mowing should be done when the grass grows over 4" in height. Weeding is also required if your lease specifies that you are responsible for lawn mowing.

City recycling of grass clippings, bush trimmings, and small branches is FREE to all Loveland residents at the recycling center on Wilson. Call your municipality for more information.

Snow removal must be completed on sidewalks with 48 hours after the end of the storm if your lease requires you to move snow.

Storage of personal items outside of the rental unit is not generally allowed. Plan to obtain a storage locker if you have a lot of extra items that don't seem to fit inside your rental home.

DON'T FORGET TO RETURN YOUR MOVE-IN CONDITION REPORT WITHIN 7 DAYS!!