



Rhodes Properties and Development, LLC



120 1/2 South Drive • Natchitoches, LA 71457
318-238-3733 • Fax 318-238-3735

Rhodes Properties and Development welcomes you to your new home. In this packet you will find information designed to answer frequently asked questions. Also attached, is a move in checklist. Please complete the checklist in return within ten (10) days from the date you move in.

Utilities need to be switched to your name, prior to your move in date. Please update the office with any changes, such as job and cell phone numbers. A copy of your lease is attached.

RhodesPropAndDev.com

Rhodes Properties contact information

Rhodes Properties and Development, LLC

120 ½ South Drive

P.O. Box 7062

Natchitoches, LA 71457

Main: (318) 238-3733

Fax: (318) 238-3735

Email: RhodesPropAndDev@gmail.com

Please sign below to acknowledge that you received this package:

Tenant

Landlord

Date

MISCELLANEOUS

- It is recommended to test your smoke detector once a month and change the batteries once a year. If you hear a chirping noise coming from the detector that is a sign you need to change the batteries.
- Lawn maintenance is the responsibility of the landlord.
- Please be courteous to all neighbors.
- Always know where the main water shut off valve is located on your home. If you have a question, please contact Rhodes Properties and someone will help you through it. It is your responsibility to know how to shut off water in case of emergency.
- In the event of freezing temperatures, you must leave water trickle from the faucets to prevent your pipes from freezing.
- Tenants are responsible for keeping the inside of outside of property free and clear of all trash and clutter.

PAYING RENT:

- Rent is due on the 1st of each month. You may pay by mail (Rhodes Properties is not responsible for lost or stolen mail), monthly credit card auto-debit, online at RhodesPropAndDev@gmail.com or you may drop it in our drop box at our location.
- Makes checks payable to: Rhodes Properties and Development
- Late charges begin on the 6th of each month. The late fee is \$100.00
- Please remember to put your name and rental address on your check/money order every time to ensure that your account is properly credited.
- Please complete check/money orders with names of payer and payee. Rhodes Properties is not responsible for incomplete money orders left on premises.
- Rent delivered to our office should be deposited in the drop box located outside the back door during and after house.
- Rent receipts are made upon request, in person and in our office.

MAINTENANCE:

- If a maintenance issue should arise (no-emergency) you may complete a repair request at our website www.RhodesPropAndDev.com or at our office. All maintenance requests must be in writing.
- Tenants are not required to be present to complete a work order. If tenants want to be present during a service call, tenants must be able to schedule time and make premise available during normal business hours to let our repair person into to property. Tenants are responsible for securing any pets that the repair person may encounter. Tenants are responsible for making the premise assessable to repair person. **Failure to do so will result in work request not to be completed and tenant will be charged for the service call.**

EMERGENCY MAINTENANCE:

- If you have an emergency that cannot wait until the next business day and it is before or after regular business hours, you can call (318) 554-9046. Please be sure to leave your name, number, residential address, and the problem you are having.
- An emergency is considered fire, flood or any hazardous or dangerous condition.

AIR CONDITIONING AND HEATING UNITS:

- Tenants are responsible for cleaning and replacing the filter at least once per month. Problems that are caused from failure to clean or replace filters will be the tenant's responsibility and tenant will bear cost to repair/replace AC/Heating unit.
- Please do not place furnishings against the return vent that will block air flow.
- Make sure outside unit is clear and free of clutter, placing an object upon or against the unit may cause damage.

DRAINS AND TOILETS:

- Please avoid HAIR, GREASE, or FOOD from going down any of the drains.
- After bathing remove excess hair left at drain catcher to avoid clogs.
- Many homes have low-flow toilets; we strongly recommend that you keep a plunger handy. Low-flow toilets tend to clog or back up if too much paper, etc. is flushed. NEVER PUT SANITARY NAPKINS, DIAPERS or HANDY WIPES, NAPKINS or PAPER TOWELS down the toilet.

POWER OUTAGES

- If the power goes out in your home, check to see if the surrounding area is without power as well. If it is, chances are your service provider is already aware of the outage, you can try to call and report the outage.
- If the power is only out in your home, check the circuit breaker box. One or more circuits may be tripped and you may see them in the off position. If no switch is off, turn each switch off then on to reset the circuits. If this doesn't solve the problem, call your energy provider and report it. If they inform you that it is a problem with your individual unit, then call Rhodes Properties and Development.

QUARTERLY INSPECTIONS

- Tenants property will be inspected every quarter. If any repairs are made due to the neglect or damage by Tenant, at said inspection, Tenant will be charged for said repairs.
- Tenant will be notified of any issues/violations reported at inspection. Tenant will have ten (10) days to correct issues/violations to avoid eviction.

If you have any other question or concerns, please contact Ashli Rhodes at (318) 238-3733.