

Apartment Troubleshooting

Exterior Doors that will not Lock/Broken Keys/Etcetera

During normal business hours please call the office. After hours the answering service will direct you to Dave and Harry's Locksmith. If the problem is on your end (you locked yourself out, damaged the door, etcetera- you will need to pay the locksmith when they arrive).

Internet not working

The internet system is monitored by Connectivity U. If your Internet is not working please contact Connectivity U directly at 888.288.3247.

Clogged Toilets

Residents are responsible for all clogged toilet repair cost unless the toilet is faulty. Clogs that are a result of resident's miss-use will be billed back to the resident. In the event the toilet is over flowing- **TURN OFF THE SUPPY WATER VALVE LOCATED BEHIND THE TOILET TO PREVENT FURTHER DAMAGE** until the toilet can be repaired. If your toilet is clogged use a plunger to remove the blockage.

Plumbing Leaks

The sinks and toilet(s) all come with individual shut-off valves at each fixture. Look behind or under the fixture to find the shut-off valve. Once you have shut the water off to the individual fixture please contact the office for repair.

Garbage Disposals

Please take care not to overwhelm the garbage disposal. Should the disposal become jammed the items will need to be removed and the reset button located on the bottom of the disposal will need to be reset by pushing in. Only food waste that can easily be shredded should be placed in the disposal.

Smoke Alarm Batteries

Residents are responsible for replacing the batteries in their Smoke detectors. 9 volt batteries are required for the smoke detectors. It is a good idea to inventory backup batteries.

Appliances

Appliances often need replacement parts to complete the repair. On occasion it may take a period of time for the part to come in so that the appliance can be repaired. Your patience is appreciated.