



Welcome to Furman Property Management. To make your stay with us more pleasant, and to help us better serve you, there are a few items we would like to inform you about.

- The rental office is located at **2607 Northridge Parkway, Ames, Iowa.**
- If you have any maintenance problems or other concerns over the period of your lease, call the office at 515-232-8884.
For After Hours Emergency Maintenance you may call 515-232-8884 also.
- It is very important that we have your phone number on file. This number will only be used for our contact with you. **Please let us know your phone number ASAP.**
- Rent is to be paid before keys can be picked up. Your rent is due on the 1st of each month and should be brought to the office. We have a drop box on the North side of the office to leave your rent during evening and early morning hours. If you are paying by check, the check should be made out to **“Furman Property Management” or “FPM”**. Make sure that all checks have your current address on them to ensure proper credit to your account.
- Keep communication open with your roommates and remember each roommate on the lease agreement is **jointly and severally liable** for the rent and all other terms of the lease.
- If **Utilities** (required by your lease) are not in your name yet you need to call IMMEDIATELY to have them transferred to your name. For contact information please click on our website's Utilities & Services Link.
- If you live in an apartment, you need to **Label the front of the Mailbox** for your apartment. The post office will not usually deliver mail unless your name is on the box.
- All apartment complexes have at least one trash dumpster located in the parking lot. **All garbage must be in bags and boxes must be crushed.** All furniture should be taken to a dump site. Trash is collected twice a week. Please make sure that all garbage goes in the dumpster. This way animals cannot scatter the garbage, making the complex look like a mess. Garbage is **NOT** to be stored on decks or left in common stairwells.
- We strongly suggest you purchasing **Renter's Insurance**. Please contact your insurance agent if you have not already done so.
- Your cooperation is appreciated when you respect the **Laundry Hours of 7am to 10pm.**
- Do not use light bulbs any larger than a **60 Watt Light Bulb**. Do not use light bulbs for appliances any larger than a 40 Watt Light Bulb.
- Be aware of where your **Electrical Breaker Box** is located. If power goes off to the lights or appliances, please check your breaker box to be sure all the switches are in the on position.
- Do not store your **Bike** in your apartment or in any interior common area of the building.
- No **Grills** are allowed on the decks or patios for use or storage, please comply.

Thank you again for renting with Furman Property Management.
We hope that you enjoy your stay with us.