

# PROPERTY MANAGEMENT NEWSLETTER

SEPTEMBER 2003

EDITION 26

## Community Cash Drawing

Winning tenant(s): None

Property leased: N/A

Winning charity: None

Current monthly winners each receive: \$0

Next month's drawing amount: ☺ \$100 ☺

### Just a Note

#### AIR CONDITIONING MAINTENANCE...

Remember to clean the filter about every two weeks during heavy use. Turn the AC off during cleaning – running the AC with no filter can cause damage. In order to clean the filter: <sup>1</sup>simply lift the filter up out of the AC unit, <sup>2</sup>take the filter to the kitchen sink, and <sup>3</sup>spray the filter clean with the vegetable sprayer. Regular cleaning will make the AC units last longer and make colder air ☺.

#### UPDATED RATE SCHEDULE...

We have updated the rate schedule for damages and fees. This new schedule will go into effect starting 11/01/03. We have enclosed a copy of both the previous (08/20/03) and the revised (09/10/03) rate schedule. The primary difference is adding an EFT Delay Fee.

#### 100% TO AUTOMATIC PAYMENTS BY 01/01/2004...

Please read the back of this newsletter for more specific details!

### Available Properties

<u>Property</u>	<u>Description</u>	<u>Rent</u>	<u>Available</u>
2243 Robert's Journey	Brimfield – 70'x100' Shop – 2 Loading Docks	\$795/mo	NOW !!!
4759-D Gerland Circle	Rootstown – 12'x24' Storage Unit – 7'x8' Door	\$ 66/mo	10/01/03
4597 New Milford Road	Rootstown – 2 Bed – 1.5 Bath – 2 Garage – Laundry	\$765/mo	11/08/03

Remember...we pay you a \$50 referral if you send us a customer and they sign a lease

### Calendar

09/14/03 – Statement Date

09/30/03 – Community Cash drawing

10/01/03 – Cash/check/money order rent due

10/06/03 – Automatic payments are processed