

# PROPERTY MANAGEMENT NEWSLETTER

JULY 2008

EDITION 79

## Community Cash Drawing

Winning tenant(s):

Property leased: **520 North Park Drive, Ravenna, OH 44266**

Winning charity: **St. Ambrose Catholic Church**

Current monthly winners each receive: **\$50**

## JUST A NOTE

*Air conditioning maintenance...*

If your property has a through the wall air conditioner, please remember to clean the filter about every two weeks during heavy use....like June and July so far! Turn the AC off during cleaning; running the AC with no filter can cause damage. To clean the filter, simply lift the filter up out of the AC unit and spray it at the kitchen sink with the vegetable sprayer. Regular cleaning will make the AC unit last longer and make the air colder☺. If your property has a forced air or ducted air conditioning system, please remember to replace the furnace filter now!

*Help our mowing contractor...*

Please keep the mowed area clear of all items such as grills, patio furniture, children's toys, trash, etc. This will help us do a neat and efficient job. We appreciate your assistance with this!

*Referrals...*

We will pay you \$50 if you refer someone to us and they sign a lease for one of our properties. Check out the list below.

## Available Properties

<u>Property</u>	<u>Description</u>	<u>Rent</u>	<u>Available</u>
4300 Lynn Road #101	Rootstown * Business * Heated Garage * 2 - 12' Overhead Doors	\$630	NOW!!!
4300 Lynn Road #203	Rootstown * Build to Suit * Professional Office * Approx 30' x 34'	\$1000	45 Days
4686 Gerland Circle	Rootstown * 3 Bed * 2.5 Bath * 2 Car Garage * W/D Hookup * AC	\$950	NOW!!!
4706 Gerland Circle	Rootstown * 2 Bed * 1.5 Bath * 2 Car Garage * W/D Hookup * AC	\$850	08/11/08
<b>\$50 paid for referrals</b>	<b>☺ We are happy to add you to our waiting list ☺</b>	<b>\$50 paid for referrals</b>	

## Calendar

**07/21/08 - Statement date**

**08/05/08 - Automatic payments are processed**

**08/15/08 - Deferred automatic payments are processed**

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