

IMPORTANT MOVE- IN INFORMATION

1. To protect yourself a condition report will be given to you with your key when you check in. It is to be filled out and signed within **three days of occupancy**.

2. You will need to have the utilities turned on. If it is when you move in you will need to have it transferred to your name. If you do not do this it will eventually be turned off and you will have to call for service anyway. Helpful phone numbers:

GTE (telephone)	1-800-483-4000	The Gas Company	1-800-427-2200
Cox Cable	805-683-6651	Edison (electric)	1-800-684-8123
Goleta Water	805-964-6761		

***It is noted in your lease if you pay for water**

3. The best way to get repairs done efficiently is to submit them in writing and put it through the office door slot, if no one is there or email us at dbr@deanbrunner.com. If it is an emergency (fire, flood, or broken pipe, etc.) please call the emergency number referred to on the answering machine at 805-685-5904. We do not supply screen doors. If you have one and it breaks it will not be replaced.

4. If your disposal stops working: First, TURN IT OFF then stick a broom handle down the sink and gently turn the blades to free up whatever is clogging it and dispose of it in the trash. Also, underneath the disposal is a reset button that sometimes need to be pushed to start it working again.

5. **DO NOT PUT GREASE DOWN THE SINK.** If you have a disposal don't overload it with food, potato or vegetable peelings clog a disposal. (Carrot, lettuce cores, pasta, egg shells, and beer caps are the most common source of clogs)

6. If the toilet gets backed up, plunge it first and let it sit for 1 hour then try again. If it does not clear the line, then call the office. **DO NOT** continue to flush the toilet if the bowl is full. It will overflow. (It is a good idea to purchase a plunger to have on hand). **DO NOT** flush Tampons down the toilet. They do not dissolve which may you in plumbing bills to clear the line. Hair is the main cause of tub/shower clogs. Remove it, do not wash it down the drain.

7. Clean up spills on the carpet IMMEDIATELY! BE VERY CAREFUL when using bleach. Bleaching items in your apartment can be very expensive if it gets on the carpet or floors. Red wine may also turn your carpets white. We suggest bleaching items at a Laundromat. Be careful about tracking in tar.

8. Please vacuum your carpet regularly. If you don't it may cause costly damage to the carpet and you may be charged for its replacement. You should purchase a vacuum if you do not have one.

9. When weather gets colder, you may need to light the pilot light on your heater. If you are unsure how to do it, The Gas Company will come out and light it for you at no charge. Phone 1-800-427-2200.

10. Light bulbs are supplied by tenants. Keep in mind that you may be charged for any damages to the apartment. Some of the common charges against Security Deposits are for tenant damage such as broken doors and windows, bent screens, key locks put on doors by tenants and not replaced by original when you move out, drain clogs, and other damages not caused by normal wear and tear. (NOTE: It may cost you approximately \$50.00-\$300.00 for a window, \$35.00 for screens, \$200.00 for an interior door and between \$300.00 and \$400.00 for an exterior door. Clog drains and disposals run from \$50.00).

11. DO NOT change the low flow shower head. The charge to install a new one is \$50.00

12: DO NOT put chlorine tablets in toilet unless it is attached. They will clog toilet! Tenant expense.

ALERT! Recently, the frequent use of candles has caused smoke damage to walls & ceilings resulting in a charge to security deposit due to extra cleaning and/or painting that must be done.