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[www.deanbrunner.com](http://www.deanbrunner.com)

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## IMPORTANT MOVE- IN INFORMATION

1. To protect yourself, a condition report has been given to you with your keys 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 they are on when you move in you will need to have them transferred to your name. If you do not do this, they will eventually be turned off and you will have to call for service anyway. Helpful phone numbers:

<b>Verizon (telephone)</b>	<b>800-483-4000</b>	<b>The Gas Company</b>	<b>800-427-2200</b>
<b>Cox Cable</b>	<b>805-683-6651</b>	<b>Edison (electric)</b>	<b>800-684-8123</b>
<b>Goleta Water</b>	<b>805-964-6761</b>		

**\*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 through our website:

[www.deanbrunner.com](http://www.deanbrunner.com) or fill out a repair request at the office which can be put through the office door slot, if no one is there. 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.

4. If your garbage 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 needs 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, especially potato or vegetable peelings. They will clog the disposal. (Carrot, lettuce cores, pasta, egg shells, glass 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 and you will be responsible for the 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 with original when you move out, drain clogs, and other damages not caused by normal wear and tear.

11. Some months of the year are warmer than others and you may want to open your windows to allow the air to circulate. Remember that window screens do not lock and though they are a deterrent, they are not theft resistant. Especially if you live in a ground-level apartment, make sure to close windows and doors and lock them before leaving. Management is not responsible for items lost due to theft.

**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.