

**GREETING FROM THE STAFF AT AMJ, INC.**

We would like to welcome you to your new home and thank you for choosing AMJ to serve you during your stay in Gainesville.

We hope you find everything in order upon your move in. However, if you should find few items that need to be corrected, be assured, we will work as quickly as possible to correct them. We thank you in advance for your patience and assure you that your concerns are important to us.

With the help of the inspection sheet you will turn in within 48 hours, we will make work orders so our staff can make any necessary repairs. If you have any questions regarding the work to be done in your apartment, please contact the office and we will try to answer you questions. Please understand that it may require a return phone call to you, the answer may not be readily available, or we may be working with another resident.

Please allow us two weeks to address the issues on the move in inspection forms. If you have not had all of the concerns addressed by that time, please feel free to call and issue a work order. The most urgent items, such as leaks and electrical /safety issues will be addressed first, so it may mean you would receive more than one visit from maintenance to correct the items on your list.

For after hours maintenance **emergencies** please call the office 371-8100, choose option #2, leave your message, be sure to include your complete address and phone number. When you hang up your message will be paged out to the on call maintenance person who will call you back and arrange a repair as necessary.

Maintenance personnel cannot do work not issued to them on the work order provided by the office. Please call the office for any additional items you may need, do not ask the maintenance staff.

We are not allowed to do lock outs after office hours. This is for your protection and privacy. The staff may have seen you in and out of your apartment a hundred times, but circumstances change at times and they would not be aware of them. For example, if physical confrontation occurred between roommates and a restraining order had been issued or if the old roommate no longer was on the lease. You would not want us to give entrance to the wrong person. Therefore, if you have a situation after hours that has caused you to get locked out of your apartment, you will need to call a locksmith.

**RENT IS DUE ON THE FIRST DAY OF EVERY MONTH**, but you have until 5:00 p.m. on the 5<sup>th</sup> of the month to pay with no penalty. You may pay in person, mail or by dropping after hours between the doors at the office (502 NW 16<sup>th</sup> Avenue). If roommates wish to write separate checks, they must be brought in together, partial rent will not be accepted. Rent without late fees as well will not be accepted. When rent is late, the funds need to be in the form of cash, cashiers check or money order. No personal checks will be accepted.