



August 19, 2005

Welcome to your new home and to the Aggie Properties' Family:

We wanted to take this opportunity to outline a few things for your review and ask that you please take the time to read this.

COMMUNICATION:

We **communicate via email unless we have an emergency.** In the event of an emergency, please call us at **212-RENT, Option # 2.** This number will locate us wherever we are or give you options if we are unavailable. Also, please email me with your home phone number and email address of the individual who will be taking the lead in communicating with us.

RENT PAYMENTS:

The one thing we should all be up to speed on is when rent is due. **It must be paid on or before the 1st of each month.** Any day it is paid after the 1st ~~ the system automatically charges a late fee per your lease. Thank you in advance for your cooperation with this.

MAINTENANCE:

All of you work very hard to keep your home in exceptional condition. Just to let you know it does not go unnoticed by the neighbors or us. We do have several requests for maintenance and special projects that we are still working on. We apologize if we have not gotten to you yet, but be assured you have not been forgotten.

Hope you have an excellent rest of the summer and we look forward to working for you throughout the year!

Dan Urquhart
Assistant Property Manager
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