

Dawson Development

350 Locust Street
Gadsden, AL
256-547-2506

Resident Welcome Letter

Dear Resident,

For your convenience, Dawson Development has prepared the following information for you, which will familiarize you with our property's office hours and other information you may find useful.

LEASING OFFICE HOURS

Monday thru Friday: 8:00am to 5:00pm

Saturday: appointment only

Sunday: closed

PHONE NUMBERS AND ADDRESSES

Briarwood Apartments
2501 Briarwood Rd SW
Fort Payne, AL
256-845-2128

Chateau Apartments
403 South 6th St
Gadsden, AL
256-547-2506

Dogwood Trace Apartments
164 Christopher St
Rainbow City, AL
256-442-8439

Orleans Apartments
122 Ilene St
Rainbow City, AL
256-442-8435

Park Place Apartments
1200 North Main St
Boaz, AL
256-593-4622

St. Christopher Apartments
207 St. Christopher St
Rainbow City, AL
256-442-8439

RENT PAYMENT POLICY

Rent is due on or before the first of each month. It is considered delinquent after the 5th of the month and late charges will be imposed at that time. Late notices will be mailed on the 6th of the month, reminding you that your rent is in arrears. A \$15.00 late charge is due the 6th of the month and \$2.00 per day late charge thereafter. Please pay promptly to avoid further legal proceedings.

AFTER HOURS PAYMENT

A night slot is located on the office door for after hours payment and maintenance requests, if no slot available, management will give instructions.

LEASE

Your lease is a legally binding contract which describes the basic rules & regulations for all concerned. It should be carefully read, understood, and safely stored for any future reference.

INSURANCE

Your personal property should be protected against fire, water, and theft. THE MANAGEMENT IS NOT RESPONSIBLE. Renter's insurance is applicable and strongly recommended for all tenants.

KEYS AND LOCKS

Apartment keys and mailbox keys will be issued at the time of move-in. Additional keys may be made at your expense. Alteration of locks or installation of chains on the interior of any door requires the prior consent of management.

MAINTENANCE

Maintenance is provided on a timely basis throughout the week. Please request regularly scheduled or routine maintenance via our website or by calling your landlord. However, if an emergency arises after hours or on a weekend, our maintenance personnel is on call. An emergency consists of the following:

1. No electricity throughout the apartment.
2. No water throughout the apartment.
3. No heat on a day of extreme cold.
4. No air conditioning on a day of extreme heat.

5. Water entering the apartment.
6. Possibility of a fire.
7. Impeded plumbing in an apartment with only on bathroom.
8. The security of a resident.
9. The security of the property.

Maintenance will be prompt and as efficient as possible. Please help us with clear and precise descriptions and identification of problems.

Once there has been a response made to your request, unless we hear from you again, it is understood that you no longer have the problem. So please keep in touch with us.

Your comfort and enjoyment of home is not only what you want.....it's what we want for you. We ask you to keep us informed and updated to problems. Please use the website for routine maintenance requests, suggestions, complaints, and personal information changes that Dawson Development needs to know about. Do not hesitate to call.

EVERYDAY TIPS AND HELP

Dishwasher: Always run disposal before using dishwasher. Rinse dishes before loading them into the dishwasher. Use only automatic dishwasher detergent, since any other type will cause appliance to overflow. For best results, put soap in both containers.

Disposal: Always run cold water when using disposal and continue running for one minute after it is cut off. Items such as onion skins, corn husks, artichoke leaves, bones and coffee grounds will jam disposal. If the unit is overloaded it may cut off. Before calling for repair, please try the reset button on the bottom of the disposal tub under the kitchen sink.

Toilets: Please do not place a paper towel, diaper, or other such materials in the toilet bowl. Be sure that no foreign objects are dropped into the bowl as this will stop up the plumbing and cause the toilet to overflow. In the event of overflow, there is a water cutoff valve at the base of the toilet.

Faucets: Use non-abrasive cleaners only.

Refrigerator: The refrigerator in your apartment is frost free and requires a minimum of maintenance.

Smoke Detectors: Smoke detectors have been provided in all the apartments. The units have been inspected and checked prior to your move-in, however, if the unit is not working, it is your responsibility to notify the management immediately. You should test your smoke detector twice a month and replace the battery when needed or annually. Please refer to Smoke Detector Policy.

Extermination Services: Pest control services are performed on each apartment every other month, the month the exterminator is inside he will not do the outside. Should you have any problems between visits, please report it to management via website or call. "Call Backs" will be handled in a timely manner.

Dumpsters: Each apartment complex has dumpsters located somewhere on the premises, usually in a rear parking area. Please flatten boxes, bag all trash and place all debris inside the dumpster. During the holidays, we ask you not to overload or overflow the dumpster. Hold debris until the next pickup or call management if an additional pickup has to be made. Pickup days are Monday, Wednesday, and Friday. PLEASE DO NOT BLOCK DUMPSTERS. Violators are subject to towing at vehicle owner's expense.

Washer Connection: Much care should be taken when making this connection. It is also pertinent to clamp the fill hose to avoid it from coming out due to pressure.

FINAL COMMENTS

Damages to apartments or community: You will be charged for any damages that you, your family, or guests may cause.

Noise: Please be considerate of your neighbors and they will, no doubt, be considerate of you.

Dawson Development hopes the above information will be beneficial to you and your family. We again want to welcome you to your new home. We sincerely hope your stay with us will be enjoyable. Please help us as we continue to strive to make Dawson Development's apartments the very best.

Thanks.