



Please let the office or our maintenance staff know if you have any of the following symptoms BEFORE we enter your unit so we can reschedule your inspection/Work Order:

**Cough, Shortness of breath or difficulty breathing, Fever, Chills, Muscle Pain, Headache, Sore Throat or Loss of taste or smell**

Also, our staff may be wearing extra Personal Protection Equipment (PPE) when they come out such as gloves, masks and/or Tyvek suits. Please don't let this alarm you. This is for the protection of both the staff and our tenants.

**REMINDER:** Per the Resident Handbook: Do not flush "flushable" wipes down the toilet. Even though they state they are "flushable" they are NOT! They cause blockages and serious damage which you will be charged for if found.

**REPORTING CHANGE IN HOUSEHOLD INCOME AND COMPOSITION:** In order to make proper rent adjustments, it is necessary that Management be notified immediately of any changes in your household income or composition. Marriages, divorces, births, deaths, or other happenings should be reported at once; within 10 days of the change. This information is vital to Management so they can adjust rent in a manner fair to all concerned.

**RENT:** Rents are payable one month in advance and are due on the first day of each month. If rent is not paid, we are required to file suit for it and possession of the property. The resident must pay the court costs and any other expense involved in collecting rent.

**UPCS FOR FEBRUARY**

**Carlinville 47-02** - All of Buchanan St. and the outside circle of DeArbee Drive - odd numbered units

**Preventative Maintenance for FEBRUARY**

**Girard 47-08** - All units  
**Staunton 47-03** - on Deneen St. and Kay Lane - not the S-building

**\*INSPECTIONS MAY TAKE PLACE ON ANY DAY OF THE MONTH BETWEEN THE HOURS OF 8:00 A.M.-4:30 P.M., MONDAY-FRIDAY**

**SPECIFIC DAYS AND TIMES WILL NOT BE GIVEN.**

Residents who have trouble keeping up with rent payments have an opportunity to get ahead with their income tax refunds. If you struggle with paying rent, use the money you get back to pay one or two months of rent. If you continue to pay your rent monthly, you can let that extra money remain on your account as a cushion. Remember, paying late three times in a 12-month period may result in eviction. If you're having trouble getting caught up or setting up a budget, you can contact the office for help. Also, please report changes in income promptly.

If you have received a new Social Security benefits letter, please be sure to send it into the office so we may make a copy. If you are unable to come to the office, you can mail it to us, we will make a copy and send back the original.



The photo to the left is not allowed. If you have broken mini blinds, be sure to call a work order into the office immediately. Any damages beyond normal wear and tear will be a charge to the tenant. Failure to report damages to the unit is a lease violation in which you could be evicted.

Per the Resident Handbook: **WORK ORDERS:** Your full cooperation is required to keep the dwellings in a decent, safe and sanitary condition. Reports and replacements beyond ordinary wear and tear are not provided for in the budget. The resident will be charged for repairs due to neglect, carelessness or abuse. You should not make repairs or replacements yourself. The following are acceptable items that you may replace: light bulbs (unless on a fluorescent light fixture), furnace filters (they need to be changed monthly), and batteries for your Co/Smoke Detectors.

You are responsible for keeping the inside and outside of your unit clean. The inside you must have all your clothes picked up and put away. All the trash must be thrown away in the trash can. All the dishes must be kept clean and put away. Kids toys must be put away when not in use. The outside you must make sure all trash is kept out of your yard. Regardless if it's your trash or not, you are responsible for your own yard. The exterior of your doors should be cleaned. Toys are to be picked up outside. The bigger items for outside are to be stored next to the unit. If you have any questions about the Housekeeping Policy, or the Resident Handbook feel free to call the office or you can request one to be sent to you.



**Macoupin County Public Transportation**  
**112 S. Macoupin St. Gillespie, IL 62033**  
**Call 217-839-4132 to reserve your seat**