

Dear Tenants,

Thank you for renting from Midlands Property Management INC. You should have received an email containing your account information. If you did not receive an email, please contact us. If you have any questions, feel free to contact the office directly at **803-920-0406** or 803rentals@gmail.com

<http://803Rentals.com>

Payments

Rent is due on the 1st of every month and is late if received after the 5th of the month. Tenants are encouraged to use the website to submit online payments. We recommend the ACH payment as it only has a \$2 fee added while there is 2.95% fee for a credit card payment. Payments can also be directly mailed or delivered to The Hoffman Group at 1 Harbison Way Suite 115 Columbia, SC 29212. Midlands Property Management is not responsible for lost or stolen payments if mail or drop box is used.

Smoke Detectors

In order to insure your safety, please check the smoke detectors throughout the property. Most smoke detectors have a button that you will need to press and hold until it beeps. This lets you know that the unit is in proper working order. You can view a further information of testing a smoke detector at the following links :

<https://blog.allstate.com/test-smoke-detectors/>

<https://www.youtube.com/watch?v=oxzZt6ZAHgw>

Repair Requests

All repair requests must be submitted through the website so the request reaches the appropriate person in a timely manner. If you do not receive a call or email regarding your request with 2 business days, please call the office directly at 803-920-0406. Emails or texts directly to a property manager or the office with a repair request may not receive a response. If there is an emergency repair after hours, contact the property manager immediately. If you schedule an appointment without the knowledge of the property manager, you will be responsible for the charges; unless it is deemed an emergency outside of business hours. The approved vendors are listed below. Call only for after hour emergencies when you could not reach a property manager.

General Contractor Tres Reep

803-497-0478

General Contractor Danny Lowery

803-309-6588

Plumbing

Knights Plumbing

803-796-8877

Move in/Move Out Form

The "Move In Form" is not a repair request form. It is simply to notate the condition and any deficiencies at the time of occupancy. If you do not complete and return the form, you may be held liable for any pre-existing deficiencies or damages. At move out, the form must be completed at final walkthrough after the property is vacated prior to the security deposit being returned.

Home Purchase

If you have interest in buying this or any home, Midlands Property Management offers free buyer consultations and representation. Let us help and we'll help you out with voiding the lease. Information we may provide includes but is not limited to qualifying for a mortgage, what inspections you should have completed, the closing process, and common mistakes you should avoid.

Primary tenant acknowledges receipt of these written instructions:

_____ Date _____