**ATTENTION TENANTS**

**EFFECTIVE JANUARY 1ST, 2019**

-ANY VEHICLE ON PROPERTY THAT DOES NOT HAVE A LICENSE PLATE, REGISTATION & INSURANCE WILL BE TOWED AT THE OWNER’S EXPENSE.

-SIDEWALKS & STAIRS ARE TENANTS RESPONSIBILITY TO KEEP SHOVELED & CLEAR OF SNOW.

-DO NOT DUMP GREASE DOWN DRAINS OR OUTSIDE. BABY WIPES, PAPER TOWELS, FEMININE PRODUCTS, ETC. ARE NOT TO BE FLUSHED DOWN THE TOILET. (IF A PLUMBER HAS TO BE CALLED FOR ISSUES & YOU HAVE CAUSED THEM, YOU WILL BE RESPONSIBLE FOR THIS BILL)

-BATTERIES NEED TO BE KEPT IN SMOKE ALARMS & CARBON MONOXIDE DETECTORS, & THEY NEED TO BE IN PLACE ON WALL/CEILING.

-FURNACE FILTERS SHOULD BE CHECKED MONTHLY, IF THEY ARE DIRTY, CALL THE OFFICE WITH SO THAT WE CAN REPLACE THEM.

-LIDS NEED TO BE KEPT ON GARBAGE CANS AT ALL TIMES TO HELP ELIMINATE ANY RODENT ISSUES.

-YOU CAN NOW VIEW YOUR ACCOUNT, MAKE RENT PAYMENTS OR SUBMIT WORK ORDERS ONLINE AT:

<https://romanoproperty.managebuilding.com>

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