

Concord Property Management, LLC
2537 Lincoln Street, #5
Hollywood, FL 33020
(954) 566-8998

GENERAL INFORMATION LETTER

Dear Residents,

The apartment you are renting is managed by Concord Property Management, LLC.

Your rent payments should be made payable to Concord Property Management, LLC. Please pay by check or money order only as we do not accept cash.

Payments can be made via the following options:

- Mailed or hand delivered to the leasing office located at 2537 Lincoln St. #5, Hollywood FL, 33020
- Mailed to 1007 N. Federal Hwy, #2700, Fort Lauderdale, FL 33304
- For Fort Lauderdale Residents: You can use the **secure drop-box** located at 728 SW 4th Street, unit #1, Ft. Lauderdale, FL 33312 or if there is a drop box in your building you can use it.
- For Hollywood Residents: You can use the drop box located in your building.

If your rent is not received in our office by the first of the month, we will deliver a "3 Day Notice".

Although it's an official legal document: think of it as reminder to pay your rent on time to avoid paying late fees or as a reminder to notify the office if you will be late.

NOTICE TO TENANT OF THE MANNER IN WHICH LANDLORD IS HOLDING ADVANCE RENT AND SECURITY DEPOSIT

You are hereby notified, pursuant to Florida Statute §83.29 (1)(a) that the Landlord, the property owner is holding any and all Advance Rent and Security Deposits that may have been paid under your Lease in a separate non-interest bearing account at:

Bank of America
401 East Las Olas Blvd
Fort Lauderdale, FL 33301

If you have any questions or concerns, they should be addressed directly to Concord Property Management, LLC. at (954) 566-8998 ext. 0 or leasingcprop@gmail.com. The office is open by appointment only.

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MAINTENANCE AND OTHER INFO

We have partnered with Camelot Property Management to handle all of the general maintenance work.

In order to report a maintenance request you will need to do the following:

1. Go to www.rentconcordfl.com
2. Click on the "Tenant Resources" tab
3. Enter "concord" as the username **and** password then click "Login".
4. Click on the Blue "Submit Maintenance Request" button
5. From here you enter your full name, address, city, state, best contact number, email, and subject
6. Select whether your repair is related to pest control
7. Select the type of maintenance you require (ie- Appliance, plumbing, etc)
8. Enter a DETAILED description of what needs to be done, specifying exactly where in your apartment (example- sink clogged, make sure you state WHICH sink).

We will contact you as soon as possible to address and schedule your maintenance request. You will need to be home during the scheduled appointment time frame. If for any reason you cannot be home for your repair, you will need to give us written permission for us to enter your unit. If you scheduled to be present at the time of the repair and are not home when the technician arrives and you cannot make it home within 10 minutes you will be billed a minimum of \$50.00 for the technician's time.

For a MAJOR EMERGENCY repair (fire, major leak or flood) please call 954-566-8998 ext. 3.

In addition to submitting a maintenance request, you can view our policies by clicking "Policies" under "Links and Resources".

Please do not hesitate to call us at 954-566-8998 Ext. 0 with any questions.

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IMPORTANT PHONE NUMBERS

Concord Property Management, LLC

Office: 954-566-8998 ext. 0

After Hours Maintenance emergency: 954-566-8998 ext. 3

*PLEASE ONLY CALL THE MAINTENANCE EMERGENCY LINE FOR MAJOR EMERGENCIES (FIRE, MAJOR LEAK, FLOOD) YOU WILL BE CONNECTED TO CAMELOT PROPERTY MANAGEMENT.

YOU MUST ORDER YOUR UTILITIES BEFORE YOU MOVE IN

AT&T: 800-288-2020

FPL: 954-797-5000

COMCAST: 954-COMCAST OR 800-COMCAST

Ft Lauderdale Police (non-emergency)-954-828-5700

SCHOOL BOARD 954-765-6283

Hollywood Police (non-emergency) 954-967-4357

POST OFFICES:

3901 W. Broward Blvd

1404 E. Las Olas Blvd. 954-764-5931

400 NW 7th Ave

For more questions regarding garbage pick-up, please call the City of Fort Lauderdale Sanitation Division
(954) 828-8000

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GENERAL RULES

- Resident is not allowed to erect any satellite dishes anywhere on the Landlord's property without written permission. If permission is granted by the Landlord, then there will be a fee of \$40.00 charged to the tenant for coordinating the installation the dish on the property.
- Resident acknowledges that no pets are allowed on the property without the WRITTEN permission of the Landlord.
- Resident acknowledges that the apartment unit is located in Florida which has a climate conducive to the growth of mold and mildew, and that it is necessary to provide proper ventilation and humidification of the apartment to retard the growth of mold and mildew.
- Resident agrees to be responsible for properly ventilating and dehumidifying the apartment and the contents to retard and prevent mold and mildew and that the management shall not be responsible for damage to the apartment, any person or the personal property of the resident for damages caused by mold and mildew.
- Resident gives permission for pest control, which will occur for Ft. Lauderdale properties on the 2nd Tuesday and for Hollywood properties on the 1st Tuesday of every month. The pest control tech, accompanied by management, will be entering your apartment between the hours of 8:30 am -4:00 pm to service your unit. Since you will not be notified ahead of time, it is important that you mark your calendar each month to serve as a reminder.
- Because of lightning strikes and other external reasons, we strongly recommend that if you possess any electronic devices such as: computers, printers, fax machines, stereos or televisions, that you plug them into a SURGE PROTECTOR WITH A BATTERY BACK-UP and not directly into the plugs in the walls. We are not responsible for any damages to your electronic equipment for any reason.

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GENERAL RULES CONTINUED

- Only checks or money orders are accepted for rent payment; cash is not.
- Storage of personal items is limited to your apartment, no extra storage is provided. Any items left outside in common areas will be discarded by maintenance. No storage of toxic chemicals, flammables, paint, oil, or gasoline is allowed on premises. Defacing common area, walls & walkways is PROHIBITED.
- Trash must not be left on the inside of the apartment, outside the front door, or elsewhere on the property.
- Bicycle storage is not permitted in the pool areas or on walkways.
- Parking is limited to one car per unit unless management gives written authorization in advance. Additional parking spaces may be available for an additional cost. Please contact the leasing office for more information.
- Trailers and/or boats are not allowed in the parking lot. Storage is available on a limited basis at an additional cost. Please contact the leasing office for more information.
- Unlicensed or out-of-service autos are not allowed on the property.
- Driving and/or parking on lawn areas or pedestrian areas is prohibited under any circumstances. Violators will be charged for clean up, and vehicles will be towed.
- Management will make its best effort to maintain the building and appliances in sound functional condition.
- Parking commercial vehicles on the property is prohibited unless management gives written authorization.
- Furniture is not allowed around the exterior of pool fences or on building walkways.
- No sales of any kind are to be conducted on complex property. This includes, but is not limited to, yard sales and garage sales.
- You must keep management up to date with your current telephone numbers and email addresses; as well as your vehicle information, including the make, model, color, and license plate number.
- WE RESERVE THE RIGHT TO CHARGE FOR ANY SERVICE CALL THAT IS UNWARRANTED, DUE TO ILLEGAL ACTIVITY, OR AGAINST PROPERTY RULES.
- AC FILTERS are washable; please do not dispose of any AC filters. Doing so will result in a \$50.00 replacement fee.
- PROHIBITED CONDUCT: You and your occupants or guests are prohibited from engaging in the following activities: behaving in a loud or obnoxious manner; disturbing or threatening the rights, comfort, health, safety, or convenience of others (including our agents and employees) in or near the apartment community; disrupting our business operations; manufacturing, delivering, possessing with intent to deliver, or otherwise possessing a controlled substance or drug paraphernalia; engaging in or threatening violence; possessing a weapon prohibited by state law; discharging a firearm in the apartment community; displaying or possessing a gun or knife, or other weapon in the common area in a way that may alarm others; storing anything in closets having gas appliances; tampering with utilities or telecommunications; bringing hazardous materials into the apartment community; or injuring our reputation by making bad faith allegations against us to others.

GENERAL RULES CONTINUED

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- Please keep your apartment doors closed at all times.
- Do not hang any clothing outside your apartment, over the rails, or along the common areas.
- Cigarette butts must be disposed of in proper receptacles. Do not throw butts on the sidewalks, grass or bushes.
- Outside smoking is to be confined to areas that do not disturb other tenants.
- Grills can be used in common areas designated by management.
- Please use only treated or artificial Christmas trees only: no untreated live trees are allowed by law.
- Do not change locks or keys. Management must have access to all apartments for emergencies, to respond to repair requests from tenants, and to show apartments to prospective tenants once move-out notice has been given. Management will make its best effort to give advance notice before entering your unit.
- Tape, adhesive picture hangers, or stickers are not allowed on the walls.
- Repainting, wallpapering, adhesive contact paper, alterations, or hardware is not permitted without written permission of Landlord.
- Smoking inside your apartment may cause extra charges to you at the time of your move-out.
- Do not damage floors with nails, tacks, strips, furniture legs, excessive mopping or spillage.
- Tenants are responsible for damage caused by leaking aquariums, waterbeds, flowerpots, open windows, and faucets left on.
- Please DO NOT WASTE WATER, electricity or heat. Please report any running water immediately.
- Tenants are responsible for damage caused by their neglect or carelessness, including clogged toilets because of diapers, hand towels, tampons or other foreign objects.
- Tenants are responsible for keeping apartment interiors at a reasonable level of cleanliness.
- Please do not chip ice from the freezer, you will puncture the aluminum evaporator, you may have to replace the refrigerator.
- Do not feed the wildlife, including but not limited to ducks, squirrels, birds, and raccoons.
- DRINKING ALCOHOLIC BEVERAGES IN COMMON AREAS OF THE COMPLEX IS PROHIBITED.

Management reserves the right to alter, amend, change or delete any specifications or rules.

LIST OF FEES

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APPLICATION FEE: \$70.00 Per Person

Additional Parking: \$15.00

Additional Occupant: \$40.00 Per Person

PET FEES:

Pets Under 20lbs - \$250.00 each

Pets Over 20lbs - \$300.00 each

LOCKS AND KEYS

LOCK CHANGE \$50.00 per lock

REPLACEMENT KEY \$5.00

OPEN APARTMENT \$50.00

AFTER-HOURS LOCK OUT FEE \$50.00

RETURNED NSF CHECKS See lease agreement

EVICTION FEES

COURT COSTS (AVERAGE) \$290.00

SHERIFF COSTS \$ 90.00

ADMINISTRATION FEE \$195.00

TOTAL: \$575.00

FINAL EVICTION SHERIFF FEE \$ 90.00

TOTAL: \$600.00 plus Attorney Fees

MISSED APPOINTMENT FEE: \$50.00 minimum

REFUSAL OF ENTRY FOR MAINTENANCE SCHEDULED BY RESIDENT/MANAGEMENT: \$50.00 minimum

UNPLUGGED SMOKE DETECTOR FEE: \$30.00

REPAIR CHARGES:

GENERAL REPAIR OR CLEANING \$50.00/HOUR* + materials

PLUMBING CHARGES (TENANT RESPONSIBILITY) \$50.00/HOUR* + materials

Fees subject to change without notice

*Hourly rates are subject to overtime rates at 1.5hr

LEASE ADDENDUM PERMITTING EVICTION FOR DRUG RELATED ACTIVITIES

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(1) It is the policy of the State of Florida and the Landlord of that you as a Lessee and the other families living in this building should have a safe environment, free from the manufacture and distribution of DRUGS (as defined in paragraph 6 below.)

(2) In accordance with the above policy, you as a Lessee hereby agree, as a condition of occupying your leased unit, that no person occupying or otherwise using your leased unit shall commit a DRUG VIOLATION. A DRUG VIOLATION shall be defined as the actions of any person to: a. Use, manufacture, sell, distribute, dispose or store for such purposes any drugs on or about the leased premises; or b. Attempt, endeavor, or conspire to manufacture, sell, distribute, dispense, or store for such purpose any drugs on or about the leased premises.

(3) If during the term of your lease, any Lessee or any person occupying or otherwise using your leased unit commits a DRUG VIOLATION, such DRUG VIOLATION shall be a material breach resulting in an event of default under your Lease, and the Landlord may in the Landlord's sole discretion elect to: (a) immediately terminate your lease and proceed to obtain possession of your unit in accordance with applicable law; or (b) require any Lessee or other persons occupying or using your leased unit and committing a DRUG VIOLATION to permanently move out of your leased unit, no later than seven days after you receive a written notice from the Landlord requesting that identified persons committing a DRUG VIOLATION vacate your unit. If the person removed from the unit was one of the Lessees, the person shall be severed from the tenancy and the Lease shall continue among the remaining Lessees and the Landlord.

(4) If the Landlord acts under paragraph (3) (b) above, you as a Lessee shall cooperate with the Landlord in any and all efforts of the Landlord to require any person committing a DRUG VIOLATION to permanently move out of your unit and to cease using your unit to commit DRUG VIOLATIONS. You as a Lessee hereby assign and convey to the Landlord all of your rights as Lessee necessary for the Landlord to accomplish the purposes of the Landlord under this paragraph (3) (b).

(5) No provision of the policy or this Lease Addendum shall impose any liability on the Landlord as a result of: (a) other Lessees of the Landlord who may violate any rules set forth in the policy, or breach any covenant or condition in any Lease related to the policy; or (b) any failure of the Landlord to enforce any rights of the Landlord arising from any violation or breach described in subsection (a) of this paragraph 5; provided, however, nothing in this paragraph 5 shall be deemed to limit any existing liability for the Landlord under applicable law.

(6) For purposes for this Lease Addendum, the term Drug means those controlled substances as defined under Section 102 of the Federal Controlled Substances Act USC §802, as amended.

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SMOKE DETECTOR ADDENDUM

The SMOKE DETECTOR in your apartment is not an optional piece of equipment. It is a MANDATORY item required by State Law, County Code and City ordinance. We check and make sure that every tenant has a working smoke alarm. However, the following information is being given to you for your understanding and further safety.

1. The smoke alarm is powered by a 9 volt battery - under no circumstances will these batteries be removed for any reason other than replacement. If you remove the battery you are in violation of Florida Statute §806.10 - see below.
2. When the battery is low you will get an audible beep at 15 to 20 second intervals. At that time call the office (954-566-8998) and we will replace the battery at no charge. If the beeping is too annoying, take down the unit and remove the battery however, either call the office immediately or have another 9 volt battery to replace the weak battery. **UNDER NO CIRCUMSTANCES ARE YOU ALLOWED TO LEAVE THE SMOKE DETECTOR IN AN UNPOWERED CONDITION and not inform this office.**
3. On a monthly basis management will accompany the pest control tech and while he is doing his job, the maintenance manager will be inspecting your smoke alarm and change the battery if necessary.
4. If maintenance personnel find that smoke detector units are missing, found with the battery removed or intentionally destroyed a \$25.00 fee will be charged to the tenant.
5. Repeat offenders will cause us to sign a complaint with the city Fire Marshall as prescribed by the excerpt of Florida Statutes listed below - please note that this is a **THIRD DEGREE FELONY** and that your safety and the safety of the other tenants is not being taken lightly by this management. Your cooperation is both necessary and appreciated.

FLORIDA STATUTE §806.10

§806.10 Preventing or obstructing extinguishment of fire

1. Any person who willfully and maliciously injures, destroys, removes, or in any manner interferes with the use of, any vehicles, tools, equipment, water supplies, hydrants, towers, buildings, communication facilities, or other instruments or facilities used in the detection, reporting, suppression, or extinguishment of fire shall be guilty of a felony of the third degree, punishable as provided in §775.082, §775.083 or §775.084.
2. Any person who willfully or unreasonably interferes with, hinders, or assaults, or attempts to interfere with or hinder, any firefighter in the performance of his duty shall be guilty of a felony of the third degree, punishable as provided in §775.082, §775.083 or §775.084.

CERTIFICATE OF SERVICE

I hereby certify that I received a copy of the above notice and have been given an opportunity to read and ask questions about the information. I understand its contents.

LAST MONTHS RENT ADDENDUM

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I(We) , understand that I(We) do not have last months' rent paid and that the security deposit CANNOT BE USED FOR RENT UNDER ANY CIRCUMSTANCES.

PLUMBING ADDENDUM

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Unlike homeowners who have a proprietary sewage system, you as tenants in an apartment building share your waste with other tenants through common pipes; therefore, special care is needed on your part. The only items that should go down your toilets and sinks are human body waste and DISSOLVABLE TWO PLY TOILET PAPER, MUST BE LABELED SEPTIC SAFE.

Again, no other articles, other than human waste and toilet paper, should go down the plumbing. THIS INCLUDES, BUT IS NOT LIMITED TO:

- SANITARY NAPKINS
- TAMPONS
- CONDOMS
- HAIR WEAVES
- Q-TIPS OR OTHER COTTON SWABS
- HYPODERMIC NEEDLES
- PAPER TOWELS OR NYLON TOWELS
- NEWSPAPER PLASTIC BAGS
- COOKING GREASE
- BABY WIPES, ADULT WIPES
- OR ANY TYPE OF TOWELLETTE

Each tenant is responsible to keep the above listed items out of the plumbing. You must instruct your friends and guests even if it means posting this memo on your bathroom wall _____(init). Putting any item other than human waste and toilet paper down the drains can cause backups to your unit and the neighboring units, and may generate plumbing bills in excess of \$1500. These plumbing bills may become your responsibility, and those tenants or their guests found causing blockages will incur those charges accordingly _____(init).

I understand that under NO CIRCUMSTANCES am I allowed to flush either cooking grease or any type of wipes into the plumbing system, even if the wipes are labeled as “septic safe” or “biodegradable”. _____(init)

Please be very careful. Call the office if there are any questions.

****Remember – if you didn’t swallow it, it probably should not go into the toilet unless it is toilet paper****

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POOL RULES

The pool rules are designed for the safety and well-being for you and your family, and our pool equipment. Strict adherence to these pool rules will make the pool safe for everyone.

- 1.) NO GLASS OF ANY KIND OR ALCOHOL IS TO BE BROUGHT INTO THE POOL ENCLOSURE.
- 2.) NO CHARCOAL GRILL, BROILER, OR ANY COOKING UNITS ARE ALLOWED INSIDE THE POOL ENCLOSURE OR ON ANY OF THE WALK WAYS, EITHER ON THE FIRST OR SECOND FLOOR.
- 3.) No food items of any kind are allowed in the pool area.
- 4.) Fireworks are not allowed in the pool area and are prohibited anywhere on the apartment property.
- 5.) Loud playing of radios is prohibited.
- 6.) All tenants are responsible for themselves, their children and their guests. Only ONE guest per tenant & each guest must be attended by an adult tenant.
- 7.) No children under age of eighteen (18) will be allowed in the pool area without adult supervision. If you must leave the pool enclosure, the children must not be in the pool unless another adult takes your place.
- 8.) No more than 1 (one) guest per apartment is allowed in the pool area
- 9.) No more than the maximum number (8) of people can be in the pool at one time.
- 10.) DIVING OR JUMPING INTO ALL POOLS IS PROHIBITED.
- 11.) All garbage, cigarette butts must be cleaned before leaving the pool area.
- 12.) Pool toys and flotation devices etc., must be removed when you leave the pool. By law, any flotation devices left unattended must be removed and will be discarded.
- 13.) If you see unauthorized people, particularly neighborhood children, using the pool who are not tenants, please call the office immediately.
- 14.) LIFE RINGS ARE FOR EMERGENCY USE ONLY - UNDER NO CIRCUMSTANCES ARE THE LIFE RINGS TO BE USED AS TOYS - VIOLATIONS WILL BE SUBJECT TO COST OF REPLACEMENT & THE RIGHT TO SWIM IN THE POOL.
- 15.) ABSOLUTELY NO PETS IN THE POOL.

If you see anybody violating these rules, call 954-566-8998 to report it. Management will deal with the violators without involving you. In order to insure a safe and fully accessible pool, we must all be vigilant for safety.

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GARBAGE DISPOSAL ADDENDUM

We require the top of the dumpster container to be closed at all times. The City also requires that no garbage surrounds the dumpster area at any time; we are not responsible for the disposal of any couches or other furniture. If you leave furniture anywhere near the garbage container, we will have it removed at your expense. Placing garbage anywhere OTHER than in the container is ILLEGAL and is a 3rd degree misdemeanor subject to fines and citations and is defined as DUMPING or ABANDONMENT. If the City Code enforcement people see garbage next to a dumpster, they write citations that can lead to fines: As per your lease, you are required to follow any laws or ordinances governing your tenancy. Therefore, we are requiring you to sign an acceptance of this agreement so that you acknowledge being aware of this situation and agree to the City's garbage disposal requirements.

I have read, understand and agree that my garbage will be disposed of according to the laws and ordinances.

HELPFUL TIPS: FLATTEN ALL BOXES; LEAVE THE TOPS OFF PLASTIC BOTTLES TO ALLOW THE CONTAINER TO COLLAPSE; THROW YOUR GARBAGE TO THE REAR OF THE DUMPSTER FOR OTHERS TO THROW THEIR GARBAGE IN FRONT OF YOURS.

Remember: WE ALL SHARE THE DUMPSTER TOGETHER. DON'T BE THAT ONE NEIGHBOR WHO ABUSES THE WASTE DISPOSAL SYSTEM AND ENDS UP MAKING IT DIFFICULT FOR EVERYONE.

Thank you for your cooperation.

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CARING FOR YOUR APARTMENT

Caring for your bathtub and sink:

- DO NOT lay soap or bottles or any objects on the finish at any time!
- REPORT leaky faucets immediately.
- DO NOT use abrasive cleaners such as comet, scrubbing pads, or soft scrub. Recommendations for non-abrasive cleaners: Lysol bathroom cleaner, Mr. Clean, Fantastic.
- DO NOT use loose bath mats with suction cups in your tub or shower.
- The best way to keep your tub looking nice is to wipe it down after use, preventing soap scum and build up.

Caring for your counter tops:

- DO NOT use abrasive cleaners (specified above)
- DO NOT place any hot pans or cooking utensils on your counter- it will burn!
- DO NOT cut on your countertop- it will leave cut marks.

Caring for your plumbing:

- DO NOT use Drano or any other liquid to unclog your plumbing- this DESTROYS the pipes.
- Report any plumbing issues to the office as soon as possible.

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Dear Resident,

We are now offering a few services that you may find useful:

Notary Service - \$10.00 Per Document

Paper Copies(B/W) - \$ 0.20 Per Page

Paper Copies(Color) - \$ 0.40 Per Page

Long Distance Faxes - \$ 0.50 Per Fax

Local Faxes - No Charge

Exchange Bills For Quarters - No Charge

These services are available for tenants on the lease at 50% off.

PLEASE CALL THE OFFICE AND MAKE AN APPOINTMENT TO COME IN FOR THESE SERVICES

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