



PMI MADE SIMPLE

Welcome to your new property! We at PMI Made Simple we hope you enjoy your new property! Here is some helpful information.

Property Managers:

Your property manager is Dan Walker. You may hear from him from time to time about maintenance, inspections, and questions. Use your tenant portal for reaching out and communication.

Paying Rent:

Below, we have listed some payment options for you. Please note that, ***WE DO NOT ACCEPT CASH.***

- You can always pay your rent for FREE by logging into your account and setting up an automatic payment via “eCheck” in your portal.
- If you would like to pay at your convenience through your portal access using “eCheck”, there is an \$1.95 service fee paid to the payment processor for this option.
- You can also take cash to any RentMoney voucher location like Walmart or 7/11 to pay you your rent.
- You may drop off a check at the office during business hours. This will result in a \$9.95 service fee. Make sure the check can cover this fee as well
- You can also pay online through your portal access using a Visa, Mastercard, or Discover Credit Card. ***However, the respective card providers charge substantial service fees for that.***

If for any reason you are worried about making a timely rent payment, please contact us to let us know.

Maintenance:

Maintenance is always something to be aware of in your rental property. Please be aware of the following:

- You will receive an invite to our PropertyMeld software in which you can submit maintenance requests.
- Please minimize holes in the walls; a great option to do this would be to use 3M Command Strips.
- **REMEMBER YOU ARE RESPONSIBLE FOR CHANGING YOUR FURNACE AIR FILTER EVERY 3 MONTHS.**
- Use NEW washer hoses with new gaskets. Never reuse old hoses

- We have a 24/7 maintenance line that is a great option for you to use. Please use this for *emergency maintenance, if you need a phone call, or for after hours response*. The phone number is: **385-213-3995**

Inspections:

We do property inspections to ensure the property is being taken care of and maintenance items that are missed can be taken care of. These inspections will be scheduled every 6 months you are in the property.

You will receive an email as your lease begins to document how your property looks upon move in. The move in inspection will be completed by you through an app you will download on your phone.

You should have received an email guiding you how to set up your online portal. We recommend using your portal and checking it often. You can pay rent from it, update your contact information, and view your lease. If you have not yet received this email, please email kimi@pmimadesimple.com to get your access email resent.

We are excited to have you as a tenant.

Thanks,

PMI Made Simple