

Neighbors 🛞 🛓



FROM THE DIRECTOR'S DESK

- ⇒ It is the tenant's responsibility to maintain the lawn. You must not let it get any taller than 5" in height. If the lawn is more than that, you will be sent a notice. If you have not taken care of the lawn after the notice, our maintenance staff will contract your yard to be mowed at your expense.
- ⇒ Your lawn mower must be stored inside of your garage at all time. You may store your gas can for the lawn mower in the garage.
- ⇒ Please remember that children should play in their own yards and never in the streets.
- ⇒ Always be considerate of each other. Do not disturb your neighbors with noise, excessive traffic, etc.
- ⇒ All trash and toys should be cleaned up after use.
 Outside of each home is to be well maintained.
 Store all outside toys in the garage when not in use.
- ⇒ When grilling, remember the grill must be at least
 10 feet from the home. NO FIRE PITS ALLOWED.

Stay Safe and Stay Healthy! Dionne Wyatt, CEQ



Address:

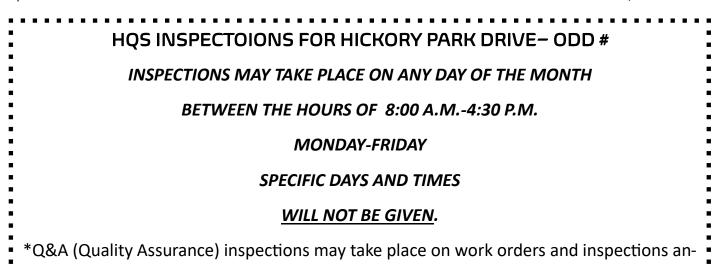
P.O. Box 643 760 Anderson St. Carlinville, 62626 (217) 854-8415 Fax: (217) 854-8749 **Office Hours:** Monday & Tuesday 8 a.m.-4:30 p.m. **CLOSED WEDNESDAY Thursday & Friday** 8 a.m.-4:30 p.m. EMERGENCY NUMBER: (217) 827-2100 **EMERGENCIES INCLUDE:**

- Gas leaks
- Broken water pipes
- Exposed electrical wires
- No heat (if the outside temperature is 45-degrees or lower)

Sewer line
 stoppage (not drain
 line)- this includes
 a clogged toilet

 CO/Smoke detector beeping or chirping

Also fire, flood, or anything that threatens life, safety or property damage.



ywhere from 3-5 days after the inspection/work order happened.

General Housekeeping

- Walls clean and free of dirt, grease, holes, cobwebs and fingerprints
- Floors clean, dry and free of hazards
- Windows clean and not nailed shut
- Doors have doorstops with working locks and clean of grease and fingerprints
- **Trash** shall be disposed of properly and not left in the unit
- The **entire unit** should be rodent and insect free



Bathroom

- Toilet and Tank clean and odor free
- Tub and Shower (with proper curtains) should be clean with no mold and mildew
- Lavatory should be clean
- Exhaust fan free of dust
- Floors clean and dry

Kitchen

- Stoves free of food and grease
- Refrigerator clean inside and out
- Cabinets clean and free of grease and spilled food
- Sinks clean and limited to lightweight items underneath
- Oven Hood free of grease
- Storage areas should be neat and clean without any spilled food
- Trash stored in a covered container until removed



