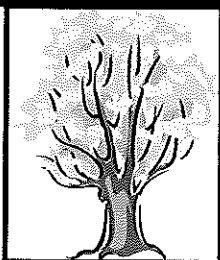


SELECT PROPERTY ENTERPRISES

3280 E. Woodmen Road #200 Colorado Springs CO 80920 (719) 593-9990



TENANT NEWSLETTER

Winter 2013

It is that time of year again. Your sprinkler system should be winterized by now. Tenants are responsible to make sure that this service is done before any freezing temperatures. In some cases the owner provides this service but it is your responsibility by lease agreement to make sure it gets done. Once your system is "blown out" you still need to "Winter Water" your turf and trees. Using a hose it is important to water 20 minutes per zone at least once a month; by doing this you will avoid any winter kill next spring. Please remember to unhook your hose after each use. You should also do a fall fertilization treatment. Please provide a paid receipt to Select Property showing that you have had the sprinkler system winterized. We do not recommend that you do this service yourself. Frozen back flows or lines can be very expensive to repair.

SAFETY REMINDER

CHECK YOUR SMOKE DETECTORS OR CARBON MONOXIDE DETECTOR TO MAKE SURE THAT THEY WORK PROPERLY. They should be checked monthly for your safety!

If you plan to come by the office please be aware of the time. CALL FIRST. In case of inclement weather, call the office before coming by to make sure that we are open.

In case of an EMERGENCY you can call Nighttenders 855-559-5525

Remember you must touch tone your phone number in after the tone. If you leave a voice mail the system may drop the message

Work Requests

Work orders need to be submitted in writing. Our new Software program makes it very easy to send your requests for service to our office. Please go to our website www.selectpropertyrentals.com, click on the Tenant tab@ top of the page—and then click on Maintenance Requests. After you put in the request press send. Joe or Connie will receive your request and assign a vendor to contact you. After hour emergencies can be handled by calling Nighttenders @ 1/855-559-5525. They will handle your emergency by contacting our vendors and arranging for a service call when our office is closed. This service is for emergencies only. No Heat; running water, electrical problems or fire.

RENT PAYMENTS

Did you know that you can pay your rent electronically? This is a free service to all of our tenants. You can also pay by credit card using our online pay system but there is a fee for this service. PLEASE—do not schedule your rent payments until the 1st of the month that it is due. Rent is charged in the system on the first of each month and if you pay before it is charged it causes problems with the accounting. Again please DO NOT initiate payment until the first of each month.

Another wonderful benefit of this software is that it submits payments to the various credit bureaus. Thus your timely payments are reported to the bureau's improving your FICO scores!

Furnace Checks

As a safety precaution we have the furnaces checked out on every house in our portfolio each Fall. This year Furnace World (719-473-9276) and Brown's Heating (719-597-1266) will provide this service by zip code. You should have already heard from them and have had the work done by now but if you have not please contact them now to have the work scheduled or we will need to issue a key to the vendor so that they can complete the work as per their contract with us. If you are unable to be home we will meet them at your property for a \$30 service call. Pets will need to be contained. Please feel free to contact our office if you have any questions

SPECIAL DATES AND TIMES: SELECT'S OFFICE WILL BE CLOSED; Upcoming Office Closures

The office will be closed for the following holidays:

THANKSGIVING
Wed 11/27, Thurs 11/28 and Fri 11/29

CHRISTMAS
12/24/2013 through 12/26/2013

NEW YEARS
12/31/2013 close at 1 pm
January 1 2014 CLOSED

Effective October 1, 2013 we will have new email addresses:

reception@selectpropertyrentals.com

Denny@selectpropertyrentals.com
Jeff@selectpropertyrentals.com
Betsy@selectpropertyrentals.com

Tammy@selectpropertyrentals.com

Maggie@selectpropertyrentals.com
Lisa@selectpropertyrentals.com

Joe@selectpropertyrentals.com
Connie@selectpropertyrentals.com

Visit our Website!

Our website address is:

www.selectpropertyrentals.com