

WELCOME LETTER



Welcome to your new home!

Thank you for renting from Horn Rentals Ltd. I (Michael Horn) want to welcome you and provide a record of important items such as trash collection day, mailbox location, etc. If you have any questions, please contact me at (303) 827-8268 or manager@hornrentals.ltd.

Address: Your new address is <address>, Thornton CO 80229. Be sure to have your mailing address changed as soon as possible.

Rent: Rent is paid on the 1st of every month via a cashier's check or, if approved, a personal check. Personal checks are subject to fees as specified in the lease if they are returned as unpayable. The check should be made out to Michael Horn and either mailed to <address>, Thornton, CO 80229 or directly given to me at my house.

Trash & Recycling: Trash and recycling are picked up normally on Tuesdays. Trash is every week. Recycling is the 1st and 3rd Tuesday's of the month. Trash should be placed in the black receptacles. Recycling in the green receptacles. Trash & recycling are provided by the City of Thornton and billed with your water bill. The receptacles must be stored either in the garage or behind the gate.

Mailbox: Your mail box is #<##> in the far right group of mailboxes located at <location>.

Power: Power is provided by Xcel Energy. Their phone number is 1-800-895-4999 and their website is <https://www.xcelenergy.com/>.

Water: Water is provided by the City of Thornton. Water billing questions can be handled by calling 303-538-7370. More information can be found at their website: <https://www.cityofthornton.net/government/infrastructure/water/Pages/default.aspx>

Internet: This neighborhood is serviced by both Comcast (1-800-934-6489) and CenturyLink (1-866-963-6665). They offer multiple speed tiers and it is best to visit their websites or give them a call to see what is currently available.

Appliance Manuals: I have placed a copy of the manuals for all of the appliances including the thermostat in a following section in this binder. Please consult them if needed.

Water Alarms: I have placed water alarms behind the fridge, under the dishwasher, behind the washing machine, under sinks and by the water heater. If you hear a loud high-pitched sound, please investigate and turn off the water if need be. The main water shutoff is down in the basement in the back corner to your left as you descend the stairs. It is above the metal access door.

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Furnace Filters: The furnace filter should be changed at least every 3 months. I have placed a supply of them in a box near the furnace. If they run out, please purchase more of similar quality.

HOA: <HOA Name> is a HOA community. Please familiarize yourself with the HOA rules included in this binder.

Dryer Lint Filter: The dryer lint filter must be cleaned after every load of clothes is run through a cycle. Failure to do so can cause a buildup of lint which can be a fire hazard.

Lawn Care: Remember that the lawn and weeds are your responsibility to maintain as specified in the lease. If you would like to add new plants to the landscape, please contact me and it will most likely be encouraged.

Snow Removal: When it snows, it is your responsibility as specified in the lease to remove the snow from the sidewalks and driveway. I personally have found it easiest to push the snow into the street where it melts quicker. Doing so also prevents the grass from getting killed by a fungus.

Plungers: I have placed two plungers in the house. One in the upstairs master bathroom and one in the upstairs bathroom. Hopefully you don't need to use them, but if you do these handy instructions are available:

1. Make your first plunge a gentle one. Initially the bell is full of air. ...
2. Once you force out the air, plunge vigorously in and out, maintaining the seal. ...
3. Be patient. ...
4. Keep enough water in the bowl so the plunger stays covered.

Lock Out Fee: If you need to be let back in the house because you are locked, remember that there is a lock-out fee of \$20 as specified in the lease.

Lost Keys: If any key is lost (mailbox and/or house), there is a \$25 fee to replace the key as specified in the lease. Also remember that the locks and keys cannot be changed as specified in the lease.

Fire Extinguisher: There is a fire extinguisher in the kitchen near the refrigerator. Please use it if necessary.

No Smoking: Just a reminder that there is no smoking at any time or any location on the property.

Welcome again and if any questions come up, please call me, Michael Horn, to get them answered.