



# TIPS FOR TENANTS

From Property Management

Often, there are simple remedies to your maintenance concerns. Please review the tips below before requesting service.

## HVAC: Not cooling or heating

- ✓ New Tenants: Make sure you've connected your gas services!
- ✓ Check to ensure all air filters have been changed on a monthly basis.
- ✓ Check breaker panel box, which is usually found in a garage, laundry room, bedroom or attached to the exterior of home.

If breaker has tripped to the right and is in the "off" position, flip breaker to the left.  
OR

If breaker is in the "on" position, flip breaker to the right. Wait 1-2 minutes. Flip back to the left to attempt resetting the system.

- ✓ Check all floor or ceiling vents to ensure they are open and not blocked by furniture, etc.

## NO WATER: (Hot or Cold)

- ✓ New Tenants: Make sure you've connected your gas and water services!

## TOILETS: Constantly clog or "run"/leak from inside tank

- ✓ Try plunging the toilet to clear clog. (Avoid using thick, 2-ply toilet paper like Charmin.)
- ✓ Check valve at the rear of tank by turning it counter clockwise to ensure the valve is fully opened.
- ✓ If unable to clear clog, turn water supply "off" by turning valve clockwise. Refrain from use until repaired.

## LEAKY FAUCETS: (Kitchen or Bathroom)

- ✓ For Single Swivel Faucet, ensure handle is facing forward.
- ✓ For Dual Faucet, ensure both handles are turned to the extreme "off" position.

## GARBAGE DISPOSAL: Does not power "on"

- ✓ Check wall switches next to faucet.
- ✓ Check reset button in cabinet underneath sink on base of garbage disposal.
- ✓ Check other outlets along the wall in kitchen.
- ✓ Check breaker panel box, which is usually found in a garage, laundry room, bedroom or attached to the exterior of home.

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## GARBAGE DISPOSAL: Does not drain or makes abnormal noises

- ✓ Carefully check for any foreign objects that may have fallen into the drain. (Do not turn on while your hand or any object is in the disposal.)
- ✓ Try plunging the opposite side of sink to free up clog.

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## DISHWASHER: Does not power “on”

- ✓ Check wall switches closest to dishwasher.
- ✓ Check breaker panel box, which is usually found in a garage, laundry room, bedroom or attached to the exterior of home.

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## REFRIGERATOR: Not powering “on”, dispensing ice or staying cold enough

- ✓ Check the plug connection to ensure fridge is plugged in.
- ✓ Check icemaker lever to ensure it is in the “on” / down position. Remove any excess ice from the interior ice dispenser/ice bucket.
- ✓ Check temperature gauge in freezer or fridge. Gauges are located inside and at the front of the appliance.

## DRYER: Not drying clothes

- ✓ Check lint traps. Remove lint after each load of drying to prevent build-up/dryer ducts clogging.
- ✓ Check hose in rear of dryer for kinks.
- ✓ Check the plug connection to ensure dryer is plugged in.

## WASHER: Not powering “on”, washing clothes spinning properly or making knocking noise

- ✓ Check washing machine’s connection making sure it is plugged in.
- ✓ Avoid over-loading machine.
- ✓ Check hose at back of washer.
- ✓ Check for any foreign objects stuck in washer barrel.
- ✓ Check to make sure washer is level.
- ✓ Stop washing cycle. Open lid. Evenly disperse clothes.

## GARAGE DOOR: Not opening/closing properly

- ✓ Check for foreign objects blocking the sensor/wires.
- ✓ Check batteries in remotes
- ✓ Check breaker panel box which is usually found in a garage, laundry room, bedroom or attached to the exterior of home.

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