

Customer Reminder Sheet

- To get in the main gate, key in your unit number then press "#". Key in your access code then press "*". This will open the gate. When leaving repeat this process on the key pad.
- Rent is due each month on the date that you signed the lease.
- Office hours are 9:00 AM to 5:00 PM Monday through Friday (we close during lunch and this time varies) and 8:00 AM to 1:00 PM on Saturday.
- We do send monthly bills. You are responsible for paying your rent on time.

Problems after Hours

- It is very important that you understand how to operate the gate using your access code. Be sure that you are keying in your unit number, then "#" - then your access code, then "*". In case of error press "#" to clear the terminal and start over.
- Did you remember to pay your rent this month? Your contract explains past due rent and lockout procedures. Delinquent payments will be accepted ONLY during office hours.
- Persons demonstrating their inability to follow correct procedures will also have their access restricted to office hours only.
- Any unnecessary after-hours response required of our personnel will incur a response fee of \$20.00, payable immediately.

Important Things to Remember

- Do not follow another tenant through the gate. There is a traffic sensor in the pavement which can cause the gate to remain open while a vehicle is in close proximity to the gate. You must still use your codes to enter or exit the premises, regardless of whether the gate is open or not.
- Remember, before the door in your unit can be opened, the most recent use of your code on the keypad must have been entered on the outside of the gate.
- Barring circumstances beyond our control, the gate will always be in operation. In the event of such circumstances, however, the problem will be corrected as soon as possible.

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