**June 24, 2018**

Kyle Ellis (325.203.6130) Gail Ellis (254.485.9681) Ronny Ellis (325.200.9462)

1. **VERY IMPORTANT: PLEASE READ: Any window blinds with cords can be very dangerous for small children. Every year children die because they become wrapped in the cords and are suffocated. I have purchased “cord cleats”. This is a small device I can install to wrap cords around. If you have small children, babysit small children or have small grandchildren I would like to install these in your home. If you would rather install them, I will bring them to your home. Please contact me at 254-485-9681 and we can set up a time for me to install them or I will leave them with you.**
2. **IN REGARDS TO YOUR LEASE:** For those of you who signed a year lease, please understand that when the year lease is up, the lease turns into a monthly lease. All the conditions of the original lease still apply and you must give us a 30 day notice before leaving the property.
3. **When people move out, we have discovered that tenants have taken the detectors down because the detector needed batteries. Remember, the detectors save lives.** Once again we ask that you check **smoke detectors and carbon monoxide detectors**. For those of you who live in an all electric house, you will not have a carbon monoxide detector. If you do have gas, please make sure the carbon monoxide detector is in working order. If it is not working properly, please replace batteries. If it still does not work properly, please call Gail at 254-485-9681 and I will purchase and install a new one. There should be one in each bedroom and in the hallway for the bedrooms. Once again, if they do not work properly, please replace the batteries. If after replacing the batteries and they do not work, please text or call 254-485-9681 and I will purchase and install a new one.
4. **Please check heating and air conditioning filters** Central heat and air conditioning repairs are very expensive. One of the main causes of the repairs is due to the filters not being replaced on a monthly basis. Kyle will discuss a maintenance plan with you in order to assure the filters are changed in a timely manner. Please let Kyle know if you have run out of filters and he will purchase several months worth and deliver them to you. Also, window units work more efficiently if the filters are cleaned often.
5. **PETS: PLEASE UNDERSTAND THAT WE ONLY ALLOW CERTAIN BREEDS AND SIZES OF DOGS. IF YOU DID NOT HAVE A LEASE AGREEMENT WITH THE PET ADDENDUM (AND PET DEPOSIT), WE MAY TERMINATE YOUR LEASE. PLEASE CONTACT KYLE FOR PERMISSION TO ADD A PET TO YOUR LEASE AND YOU MUST COMPLETE THE PET ADDENDUM.**
6. We ask that you contact Kyle Ellis (325.203.6130) for any issues concerning rent payments, maintenance issues, etc
7. We have provided six envelopes for you to mail your rent (July-December).

8. We are using a new management system for our rental properties. We will soon be able to receive e-payments for you to pay your rent (instead of mailing the rent to us). For those of you who would like to use this feature, we should have this available in a month or so. We will notify you when the setup process has been completed on our end.

**WE NEED SOME ADDITIONAL INFORMATION!**

**Our new software management system will allow us to communicate with you via email as well. Our new application asks for your email. There are many tenants that we do not have emails for: please text me your name, property you live in , your email address. Please text to: Gail at 254.485.9681**

Ronald, Gail and Kyle Ellis