

Maintenance Requests

Non-Emergency Maintenance Request:

Name _____

Address __ Manorcourt __ Manorway __ Nuway

Unit Number _____

Email Address _____

Problem
(please be as specific as possible)

Do we have permission to enter your unit when no one is home?

Yes No, please call me for best times

Detach here and submit upper portion to us

Emergency Maintenance Request

Please call us immediately at 238-3897 or 234-7205.

Examples of emergency maintenance:

- Water leaks or other water problems
- Sewage problems (if commode is overflowing, turn off water valve at base of commode to limit flooding.)
- Refrigerator not cooling
- No heat

For a life threatening emergency, please call 911

Common Maintenance Problems

Garbage Disposal

If the garbage disposal is broken we will fix it. However, if the garbage disposal is not operating because food is stuck in it, we will charge a \$25 service fee to repair it. Following are some tips for you to avoid and fix disposal problems:

Avoid Problems

- Always run water when operating the garbage disposal. The water is needed to wash away food and material.
- Do not put bones or stringy material in the disposal as they can damage and trap the blades.

CAUTION - Make sure garbage disposal is turned OFF before working on it.

Garbage disposal does not work and makes no sound

Press the button on the bottom of the disposal. Turn on water and then turn on the disposal.

Does not work but makes a humming sound

Turn off the disposal. Look for trapped food in the blades. There should also be an "S"-shaped Allen wrench in the sink cabinet. Place it in the central hole at the bottom of the disposal and turn it loose half a turn then turn it back half a turn. This may possibly free the blades of any blockages. Press the button at the bottom of the disposal and check your results by turning both the water and the disposal on.

Still not working?

Call us for a free consultation over the telephone. (Kamilla at 238-3897 or Ericka at 234-7205)

Electricity Problems

If you lose power in several lights or outlets please go to the circuit breaker panel and try to correct the problem before calling us. Please use the following steps:

1. Make sure all the breakers on both sides are facing the same direction. If one has tripped, flip it back into position. Check to see if the problem was solved.
2. If there is still a problem flip all breakers off, wait a few seconds, then flip them back on. Check once more if this solved the issue.
3. If you are still experiencing electrical issues please call us and let us know.

An Energy Saving Tip

During the cold months make sure your storm windows are properly closed. There should be two window panels in all window sections. Also, adjusting your room temperature a few degrees lower can save money. For every degree you lower your thermostat you save approximately 3% on your heating bill.