

- **You are required to complete, sign and return the Inventory Inspection Form by September 13, 2011.**
This will aid in refunding your security deposit.

Units that have not transferred the utilities into their names will receive a turn off notice beginning in mid- September. You will be assessed a \$25.00 bookkeeping fee for each month until the transfer is made and you will pay the balances on the accounts.

** Enclosed is a full listing of utility companies' phone numbers.*

OUR MAINTENANCE DEPARTMENT will make every effort to correct any problem reported as quickly as possible.

- ✓ Please notify our office by phone at once concerning electrical & water problems.
- ✓ **Replacement light bulbs are the responsibility of the tenants.**
- ✓ Call our office for fluorescent lighting replacement.

OTHER ITEMS OF INTEREST

Michele Skultety- Chief Business Officer / Design

1. The Business Office is staffed Monday thru Friday, 1 PM to 5 PM. You can reach us at: 724.349.0152 or email us at: runcorental@verizon.net
2. Our website is available 24 hours a day, 7 days a week to help answer your questions at www.runcorental.com. Download forms, listings & news bulletins.
3. **Runco Rentals After Hours Emergencies: 724.349.0152.**
If you need Police, Fire or Emergency Medical Services, Please Dial 911.
4. The fines from the Indiana Borough Code Enforcement Department are extremely high.
 - Ten- (10) or more unrelated people are considered an illegal gathering and is banned by the Indiana Borough.
 - **No House Parties!**
 - Loose bags of trash left outside your unit is prohibited and a fine will be enforced.
5. It is necessary to keep the lines of communication open, any change of home mailing address, home & cell numbers, and email addresses should be conveyed to our business office at 724.349.0152.
6. Please lock your vehicles and houses whenever left unattended. Don't be a victim of an opportunist. A \$25.00 charge is due upon a replacement key. There will be a \$ 25.00 service charge if you lock yourself out during office hours. There will be a \$ 50.00 service charge after office hours.
7. Vehicles parked in Runco Rentals' Lots and is NOT displaying the RUNCO RENTALS PERMIT will be considered Illegal Parks. **Contact BUGGEY'S EXXON @ 724.463.3851 for your vehicle. * A fee will be charged.**