

fall  
09

# welcome to our neighborhood !

YOUR GUIDE TO VALUABLE INFORMATION ABOUT RUNCO RENTALS POLICIES & PROCEDURES

- **You are required to complete, sign and return the Inventory Inspection Form by September 11, 2009.**  
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 at once concerning electrical & water problems.
- ✓ Replacement light bulbs are the responsibility of the tenants.
- ✓ Call our office for fluorescent lightening 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.
2. Our website is available 24 hours a day, 7 days a week to help answer your questions at [www.runcorental.com](http://www.runcorental.com). Download forms, listings & news bulletins.
3. **Runco Rentals After Hours Emergencies: 724.422.1676.**  
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 a 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 emailing address 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.
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.**

CALL **724.349.0152**  
[www.runcorental.com](http://www.runcorental.com)

**RUNCO RENTALS**  
1073 Philadelphia Street