



**I & A PROPERTIES**

When Home Comes First

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Welcome Packet  
Blackstock Road  
Spartanburg, SC 29301



9106 Warren H. Abernathy Hwy Spartanburg, SC 29301

## I&A Properties Contact Information:

|                                                                                 |                                                  |                                                                          |
|---------------------------------------------------------------------------------|--------------------------------------------------|--------------------------------------------------------------------------|
| UTILITIES                                                                       | Duke Power                                       | (800) 777-9898                                                           |
|                                                                                 | Spartanburg Water Works                          | (864) 582-6375                                                           |
|                                                                                 | Moore Sewer                                      | (864) 582-3335                                                           |
|                                                                                 | Trash Pick-up Services:<br>Spartan Waste         | 1 (864) 573- 0123                                                        |
|                                                                                 | Internet: Spectrum                               | (864) 747-0198                                                           |
| MAINTENANCE                                                                     | Submit through your Tenant Portal<br><br>Tommy   | iandapropertiesllc.com/tenant-portal/<br><br>(864) 431-9133              |
| Leasing                                                                         | Angelina                                         | (864) 308-6699 - via text or phone call<br>iandaproperties2015@gmail.com |
| General Questions                                                               | Nadia                                            | (864) 398- 2306 - via text or phone call<br>info.ianda2015@gmail.com     |
| General Questions<br>Ukrainian/Russian Speaking                                 | Svitlana                                         | (864) 577-5390 - via text or phone call<br>infodesk.iap@gmail.com        |
| Accountant                                                                      | Viola                                            | (864) 381-8827 – via text or phone call<br>iandaproperties.vd@gmail.com  |
| Office Location:<br>9106 Warren H.<br>Abernathy Hwy<br>Spartanburg, SC<br>29301 | Office Hours:<br>Monday-Friday<br>10 a.m.-5 p.m. | An appointment MUST be made.                                             |

## **Friendly Reminders:**

1. Please be sure to turn the power and water on in the unit on or before your move-in day.
2. You have 30 days to switch the utilities into your name, in the meantime you will be charged the prorated amounts according to usage. If not switched within 1 month you will be charged an additional \$15 accounting fee. Within three (3) months the utilities may be disconnected without notice.
3. Checklist is to be submitted to I & A Properties within 5 days of move in date and emailed to [info.ianda2015@gmail.com](mailto:info.ianda2015@gmail.com) and/or [infodesk.iap@gmail.com](mailto:infodesk.iap@gmail.com). Any nonconformities found after the fifth day will be assumed to have been caused by the tenant.
4. A submission of the Property Checklist does not constitute as a maintenance request. Submit your maintenance request through your tenant portal.
5. Rent is due on the 1<sup>st</sup> of every month. If not received by 11:59 pm on the 5<sup>th</sup> day of each month, a \$100 fee will be applied. If still not received by 11:59 pm on the 10<sup>th</sup> an eviction notice will be posted.
6. You can conveniently pay online through your Tenant Portal
  - a. eCheck - Enter your routing and account number to pay rent directly from your checking or savings account. There is a \$2.49 transaction fee.
  - b. Credit Card - Charge your rent to your credit or debit card. All card payments; credit and debit will have a 3% convenience fee charge.
  - c. A convenience fee of \$20 will be charged for all non-online payments, including and not limited to cash, check, and money orders.
7. Miscellaneous maintenance, such as but not limited to: air filters, light bulbs, pest control etc. are the responsibility of the tenant. Management is not responsible for handling minor issues.
8. If maintenance is dispatched for a false alarm, a \$50 fee will be charged.

## **Schools in the area:**

- Pauline Glenn Springs Elementary School
- Anderson Mill Elementary School
- L. E. Gable Middle School
- Westview Elementary School
- R. P. Dawkins Middle School
- Dorman High School Freshman Campus
- Dorman High School