



I & A PROPERTIES

When Home Comes First



Welcome Packet
Martin Lane Estates
Wellford, SC 29385

I&A Properties Contact Information:

UTILITIES	Broad River Electric Co-op	1 (864) 489-5737
	SJWD Water District	1 (864) 439-4423
	Waste Industries	1 (800) 647-9946
MAINTENANCE	Submit through your Tenant Portal Tommy	iandapropertiesllc.com/tenant-portal/ (864) 431-9133
Leasing	Angelina	(864) 308-6699 - via text or phone call iandaproperties2015@gmail.com
General Questions	Nadia	(864) 398- 2306 - via text or phone call info.ianda2015@gmail.com
General Questions Ukrainian/Russian Speaking	Svitlana	(864) 577-5390 - via text or phone call infodesk.iap@gmail.com
Accountant	Viola	(864) 381-8827 – via text or phone call iandaproperties.vd@gmail.com
Office Location: 9106 Warren H. Abernathy Hwy Spartanburg, SC 29301	Office Hours: Monday-Friday 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 and/or 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 1st of every month. If not received by 11:59 pm on the 5th day of each month, a \$100 fee will be applied. If still not received by 11:59 pm on the 10th 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:

- Fairforest Elementary School
- Fairforest Middle School
- Dorman High School Freshman Campus
- Dorman High School