



Welcome Packet
Sierra 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: Spartan Waste	1 (864) 573- 0123
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:

- Westview Elementary School
- R. P. Dawkins Middle School
- Dorman High School Freshman Campus
- Dorman High School