



I & A PROPERTIES

When Home Comes First

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# Welcome Packet

## Clark Road



9106 Warren H. Abernathy Hwy Spartanburg, SC 29301

## I&A Properties Contact Information:

UTILITIES	Broad River Electric	1(866) 687-2667
	Inman Campobello Water District	1 (864) 472-2858
	Trash Pick-up Services: Spartan Waste	1 (864) 573- 0123
	Trash Drop-off	Spartanburg County Landfill 595 Little Mountain Rd. Wellford, SC 29385
MAINTENANCE	Submit through your Tenant Portal	iandapropertiesllc.com/tenant-portal/
Property Manager	Anna Oleksiyenko	(864) 308-6699 - via text or phone call iandaproperties2015@gmail.com
General Questions & Maintenance	Iryna Smal	(864) 256-5383 - via text or phone call <a href="mailto:iandaproperties.is@gmail.com">iandaproperties.is@gmail.com</a>
General Questions & In-Office Payments	Gina Moroz	(864) 577-5390 – via text or phone call Info.ianda2015@gmail.com
Accountant	Viola Dimova	(864) 381-0101 – via text or phone call iandaproperties.vd@gmail.com
Office Location: 9106 Warren H. Abernathy Hwy Spartanburg, SC 29301	Office Hours: Monday- Friday 10:30 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. After 3 months the utilities will be disconnected without notice.

3. Checklist is to be submitted to I & A Properties within 5 days of move in date and emailed to [iandaproperties.is@gmail.com](mailto:iandaproperties.is@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:

- Inman Elementary School
- James H. Hendrix Elementary School
- Boiling Springs Middle School
- Boiling Springs High Ninth Grade Campus
- Boiling Springs High School