



I & A PROPERTIES

When Home Comes First

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Welcome Packet  
Fairmont Ave  
Spartanburg, SC 29301



9106 Warren H. Abernathy Hwy Spartanburg, SC 29301

## I&A Properties Contact Information:

UTILITIES	Duke Power	1 (800) 777-9898
	SJWD	1 (864) 439-4423
	Trash Pick-up Services: Waste Industries	(864) 573-0123
	Trash Drop-off	Spartanburg County Recycling Collection Center, 355 Tucapau Rd, Duncan, SC 29334
MAINTENANCE	Submit through your Tenant Portal	<a href="http://iandapropertiesllc.com/tenant-portal/">iandapropertiesllc.com/tenant-portal/</a>
Property Manager	Anna Oleksiyenko	(864) 308-6699 - via text or phone call <a href="mailto:iandaproperties2015@gmail.com">iandaproperties2015@gmail.com</a>
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 <a href="mailto:info.ianda2015@gmail.com">info.ianda2015@gmail.com</a>
Accountant	Viola Dimova	(864) 381-0101 – via text or phone call <a href="mailto:iandaproperties.vd@gmail.com">iandaproperties.vd@gmail.com</a>
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. 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:

- River Ridge Elementary School
- Berry Shoals Intermediate School
- James F. Byrnes High School