

MOVE-IN, MAINTENANCE, REPAIRS AND SERVICES

MOVING

Please, no driving or parking is allowed on the grass or lawn in front of the building at any time. Use only the designated parking areas, driveways, graveled terraces or street when loading or unloading. Thank you for your cooperation.

SUBMIT RENT & MAINTENANCE REQUESTS ONLINE (TENANT PORTAL ACTIVATION)

Visit our website www.jswcompanies.com. Click on the “Tenants” tab, then click on “Pay Rent Online” and then click “Get Started”. After establishing your tenant portal you will be able to pay rent online, submit maintenance requests online and have access to your current balance and payment history.

LIGHTS/ELECTRICITY/GAS

Before moving in you must call Madison Gas & Electric at **252-7222** to begin service for the utilities you are responsible for paying directly to MGE (See Utilities Section of your Lease). Failure to call may result in not having electric & gas service when you arrive. During your residency if you should experience a power failure, then please call both our maintenance number at **255-4402** and the Madison Gas & Electric Emergency Service at **252-7111**.

CABLE TV

Your apartment is equipped with a cable TV hook-up. If you would like to obtain cable TV service then you must call Charter Communications at **1-800-581-0081**.

TRASH / RECYCLING

Please be reminded that all trash & recyclables must be put into plastic bags and sealed before being deposited in the trash or recycle dumpsters or bins. The reason for this is to help control odor and pests. Discarded furniture or other large items must be deposited directly at the curb next to the street on Wednesdays for City pick-up on Thursday morning.

PESTS

The building in which you are living is serviced as needed by **Orkin Pest Control**. If you should ever notice any type of bugs, insects, etc., in or around your apartment, please let us know as soon as possible so we can schedule service to be performed. There is no extra charge for most services.

ALL OTHER MAINTENANCE AND REPAIRS

All other maintenance or repair requests must be made to our maintenance office located at 301 Norris Court by written request or by calling **255-4402** and leaving a message on our maintenance answering machine. You may also submit maintenance requests via your Appfolio Tenant Portal. Your request for maintenance or repairs is our authorization to enter the apartment and make the necessary repairs as soon as possible.

Please keep this notice for future reference. Thank you.

JSW Companies
301 Norris Court
Madison, WI 53703
608-251-0113