

A HUGE THANK YOU TO OUR

SUBCONTRACTORS & LOCAL BUSINESSES!

We could not manage our properties without the services of contractors and local businesses. If you see any of these people on-site or in the community, please thank them for all they do!

- A & D Property Care
- ABC Rubbish
- Advance One Cleaning
- All-Stars Cleaning
- Aries Landscaping
- B. Washburn Electric
- Ben King & Son
- Bob's Cash Fuel
- Bruzgo & Co.
- Cole's Carpet Cleaning
- County Line Electric
- Dyer Septic
- Expenet Technologies
- F M Excavation
- Genesis Community Loan Fund
- Gregory's Disposal
- Grants & Prays
- Guilly's Trucking
- Harris Septic
- Hedstrom Electric
- J. Palmer & Sons
- Jordan Excavation
- Jordan Lumber
- Law Office of Aubrey Russell
- Lojas Property Mgt.
- Maine-ly Water
- MacLeod Furniture
- Maine Mountain Painters
- Maine Snow Removal Inc.
- McIver Electric
- Moore's Logging
- Moore's Septic
- Niilo Sillanpa
- Presidential Pest
- Rob Elliott Trucking
- Strong Hardware
- Scroggins Properties
- Todd Brown Home Improvement
- The Home Team
- Trashbusters
- United Insurance
- Valley Gas & Oil
- Wayne Heal Trash Removal

Thank you to our staff!

We have great employees who work hard each day. Donna, Megan and Todd go above and beyond helping tenants to recertify their housing and rental assistance, assisting perspective tenants find new housing, repairing apartments & handling routine property maintenance, etc. they do a great job! Each of them is juggling a large workload while maintaining the goal of providing safe, affordable housing. **Please thank them when you can!**
Cristen and Tom

THERMOSTATS

SET IT AND FORGET IT!

Heating systems will only call for heat when the temperature drops below the temperature that you have it set at. You should not need to turn the temperature up and down. Winter, spring, summer or fall—**there is no need to change the settings!**

It is NEVER okay to turn the heating system off at the breaker. If management discovers this has occurred it will be handled as a lease violation.

There should be no reason to open the windows during heating season. Unless it's a true emergency and you need to exit through the windows, please keep windows closed between November and April!

SOCIAL SECURITY INCREASE

Social Security announced a 3.2% increase for 2024! *In January you will receive your annual award letter.*

Please send a copy to the office and we will keep it in your file for annual recertification.



DEC 2023 / JAN 2024

If you need to meet with a member of our staff at the site-office in Kingfield, you must call ahead to schedule an appointment.

For those stopping by without an appointment, please drop your documents in the house mailbox located to the left of the entrance door.

The office will be closed on the following dates:

Monday, January 1st

Monday, January 15th

Monday, February 19th

207-265-4006

office@occupiedproperties.com

**Office hours: Mon-Thurs 9am—4pm
excluding holidays**

WELCOME TO OUR PORTFOLIO—BLUEBERRY HILL APARTMENTS

North Street—Farmington, Maine

OH THE WEATHER OUTSIDE IS FRIGHTFUL.....

- Be safe!
- Avoid going outside if it's snowing and icy. If the roads are bad, stay inside where it's warm!
- No snow forts at any properties!
- Read and understand the snow removal procedures
- Do not leave personal items outside on the walkway, parking lots, door steps, etc. If the snow removal crew needs to pick up or move personal belongings, they will be disposed of.

LOCK OUTS

No one wants to be locked out of their apartment, especially in the winter! Please make arrangements to have a spare key with a friend, neighbor or family member.

If a maintenance person is on site they are happy to unlock a door. However, we do not provide emergency lock out service. Lock-outs are not an after hours emergency. If this happens, you will need to call a locksmith. Any damages to the doors locks, etc. are the tenants responsibility.

The keys are marked DO NOT DUPLICATE and should not be made by a local hardware store. If you need an extra key in addition to the two provided to you at lease up, please call the office and we can order one from the locksmith.

Tenant Appreciation for early winter 2023

is awarded to:

Karen L. at Lakeshore Apartments

SITE-OFFICE CHANGES

Due to ongoing concerns for the safety of our staff and the volatility of the public and some residents, the site-office is no longer open to drop in visitors.

Effective immediately, any person wishing to meet with a staff member at the site-office must schedule and appointment.

Please call or email at least 24 hours in advance of your desired site office visit and **wait for a response from the office with the appointment date and time.**

As always, you may drop payments, documents, etc. in the locked house mailbox located at the entrance to the building at our site office in Kingfield.
You may also mail directly to the site-office.

AFTER HOURS MAINTENANCE EMERGENCIES

All after hours emergency calls should be placed to our office at 265-4006. Please follow the prompts and if you get our voice mail, **leave a detailed message**. Your call will be reviewed and returned as soon as possible.

Please review the Resident Handbook to determine what is considered an emergency.

As always, if you have a life threatening emergency, call 911

DOG LICENSES EXPIRE 12/31/23

The State of Maine requires that **ALL** dogs 6 months of age and older be licensed no later than 12/31/23. This applies to **ALL DOGS INCLUDING** support/assistance animals.

Please ensure your dog license is updated and a copy must reach our office no later than 1/15/2024.