



TENANT TIMES

Tenant Newsletter

June 2015

Billing Information

- Beginning July 2015, hard copy billing statements will **ONLY** be delivered to tenants that have outstanding balances or fees. In turn, If you are current on rent and other fees you will **NOT** be receiving a billing statement. If anyone would like to receive a billing statement or newsletter via email, please send us an email to amanda@pmiofnewmexico.com with your name and leased address and we will send your statement that way.

Now Setup to Run Auto Withdraw Payments

- If interested in this easy and efficient method of making your rent payment please contact the office to find out more information and enroll.

Tenant Tips of the Month

- Swamp Coolers:** Remember that these do not recirculate the existing air in the home, so it is important to crack open windows on all sides of the home to ensure that the cool air flows through the home. Running the pump for a few minutes prior to turning on the unit allows the pads to get wet prior which alleviates hot air being blown when it first turns on. It is important to watch out for water leaking from the unit as this can cause damage. If you see water leaking contact PMI so we can send someone out to take care of it.
- Refrigerated Air Units:** These do recirculate the air inside the home so it is important to make sure all windows and doors are closed while in use. Filters should be changed once a month to ensure efficiency and prevent mechanical failure. It is also recommended to not set the thermostat lower than 72 degrees as setting it lower can "tax" the unit and cause damage.
- Maintenance Request:** Submitting maintenance requests/work orders right way when an issue arises is the best way to get it taken care of quickly as well as ensure you will not be held liable if the issue worsens. You can submit work orders online via our website; www.pmiofnewmexico.com under the "Tenants" page or call (575) 621-9391.

Reminders

- Landscaping:** PMI will be out once a month to check home sites. If your home site needs attention we will give you a notice to address the issues. If not rectified, we will complete what needs to be completed and bill the tenant accordingly. Weeds, grass, foliage, pet droppings, debris, etc. should all be taken care of on a weekly basis.
- Payments:** Please remember that rent payments are due by the 1st of each month and late after the 5th. Cash payments are not accepted so please use a check, cashiers check, or money order to make your payment. There is a drop box located at the entrance of the front office.

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FAQ's

Do I have to register our new pet with PMI?

-All pets that are brought into a home **MUST** be approved by PMI as well as meet the owner guidelines and lease provisions. Pet fees must be paid as well when this takes place. Failure to register a pet with PMI prior to bringing him/her into the home is a direct lease violation and grounds for legal action.