

**POLICE 911**

**Ruston Police 255-4141**

**Tech Police 257-4018**

— **Tech Drive Apartments** —

## TENANTS GUIDE

**FIRE 911**

**Medical**

**EMERGENCY 911**

We are happy to have you as a resident at the apartments. I try to be a good landlord and will be happy to listen to suggestions or complaints. Please mail your rental check on or before the 10th of the month TO:

**Joe Cooper Rolfe, P. O. Box 146, Oak Ridge, Louisiana 71264**

THERE IS A LATE CHARGE OF \$50.00 FOR PAYMENTS RECEIVED AFTER THE 15TH - If you will be late with your payment, please call. If you need to contact me because of problems at the apartments - the telephone number is (318) 244-5700. There is a machine. Please speak clearly and always leave your phone number. [The E-Mail address is cen66133@centurytel.net](mailto:cen66133@centurytel.net). Web Site: [www.pandemonia.net/apartments](http://www.pandemonia.net/apartments)

If you are unable to reach me, call Mr. Brodie Telford (318)255-1182 He is the handyman who helps with the apartments

To have the **POWER, WATER, SEWAGE AND TRASH** pickup placed in your name - go to the Ruston City Hall at 401 North Trenton (318)251-8653 You are responsible for these charges from the day the lease is dated. A deposit of \$108.00 is required.

To have the **GAS** turned on - CALL Ark-La/Reliant Gas (318)255-6229. Payment Center (only) is at 308 West Mississippi.

New Customers 75.00 Deposit. Old Customers, no Deposit. They also light the hot water heater. Be there and show a picture ID to have this done.

To arrange for **TELEPHONE** service: CALL Bell South (800) 832-0679 or 557-6500. Give information for credit check. They offer **Internet** and **DSL**.

To arrange for **TV/ CABLE** Service: Go to Cox Com. 1001 Cooktown Rd, Ruston (318) 255-6594. Have two IDs. \$32.00 setup fee, plus first month. They also offer **Internet** services.

If you are **LOCKED OUT** of your apartment - there will be a charge for admitting you. After Hours call Mr. Telford. 255-1182.

During business hours, call Ruston Locksmiths: 255-2309. Be prepared to pay them when they arrive.

To move your **MAIL** service: US Post Office, 700 East Georgia 255-3791 or the Tech P. O. can give you a PS.3575 change of address form. Address will be: Your Name, (apartment number) West Barnett Springs, Ruston, LA 71270

DO NOT stack or store anything in the hot water heater closet. It poses a fire hazard.

The only permitted pets are fish. Damage done by any pet will be charged to tenant and/or their parent or guardian.

You are responsible for maintaining the batteries in the smoke alarms and the light bulbs in the fixtures.

Your utility bills will be lower if you replace the AC filters on a monthly basis. Albrittions should service them once a quarter.

Familiarize yourself with the location of the breaker box and how to reset the breaker - This will not be considered an emergency.

There are two parking spaces per apartment. Do not encourage or allow non-resident cars to park except on brief visits.

Ruston Water contains large amounts of rust and minerals. Please make an effort to keep them in check on plumbing fixtures.

Cooking eyes and elements on electric stoves can be fouled or damaged if not kept clean. Eye replacement due to neglect will be charged to tenant.

Although smoking is permitted in the apartments, it frequently results in a loss of all or part of the security deposit. An occasional smoker does not cause problems, but frequent extended smoking requires a special carpet cleaning, air filtration, and painting of the unit to remove the smell.

In the event of an extended power outage, there is no heat in the apartments. You will need to seek shelter elsewhere during severe ice storms.

If you have an **URGENT** emergency and are unable to reach either myself or Mr. Telford, you may contact the following people.

**IF I DECIDE THAT THE CALL WAS UNWARRANTED - YOU WILL HAVE TO PAY THE CHARGES.**

Air Conditioning and Electrical Problems: Albrittion Service (318)251-0885

Plumbing Problems: Mr. Roy Wilshire (318)255-3860

Appliance Problems: Bills Appliance Service (318)255-0291