

TALMADGE CANYON PARK

Move in Information

Dear New Resident(s):

Welcome to Talmadge Canyon Park. The owners and management hope that you will be very happy in your new home.

We have provided you with a move-in file, which includes an Inventory Inspection Sheet. This check list should be filled out carefully, as it will be compared with the condition of your apartment when you eventually move out. It must be returned within five (5) days of your move-in or it is invalid. Please include your new telephone number on the inspection sheet. If you have any maintenance needs in the future, please call or come into the Rental Office.

In addition, a copy of the Lease Agreement, Lease Addendum, Mold Addendum and Safety Guidelines are included in your move-in file. Please read them carefully, as they are for the benefit of all our residents and will be enforced.

After unpacking boxes, please break them down before putting them in the dumpsters. They fit in more easily without overcrowding the dumpsters. Town home residents have individual trash pick-up on Friday morning. Trash cans must be brought off the curb by Saturday morning. We recommend that these residents purchase a trash can or trash bags. As a reminder, it is important to maintain the appearance of the property. Please keep unsightly items off patios and balconies, and do not put tape on your door.

Office hours: Tuesday- Friday 9:30- 5:30, Saturday 11:00- 5:00. Any changes of office hours will be posted next to the office door. We would like to stress that we are here to be of service to you and are very willing to help in any situation. If you experience any problems with noise, plumbing, water leakage or unusual activity, please call us. In your absence, we will accept packages from the Post Office, U.P.S. and Federal Express. Please pick them up promptly.

If you have put in a change of address and are not receiving mail, please contact the United States postal Service at 1-800-275-8777. Management is unable to assist with matters regarding your mail delivery. If you receive mail from the previous resident, draw a line through the name and address, and put it in the outgoing mail slot, or bring it to the office.

If there is a maintenance emergency after office hours, please page the Resident Manager at (619) 294-0059.

We stress the importance of community involvement and urge you to immediately contact Management if you see anything unusual. Active residents help keep unwanted people off the property.

In the event that you have questions or concerns regarding the operation of your appliances, information booklets are available at the rental office for your use. If an appliance does not work when you first attempt to use it, try turning on the breakers. ***In the 2 bedroom unit, the breaker is located behind the door of the smaller bedroom. In the 3 bedroom unit, it is found behind the door of the upstairs front bedroom.*** If that does not help, please contact the Rental Office at (619) 284-5285. When operating the dishwasher, make sure to use machine dishwasher detergent, not dishwashing liquid! When operating the garbage disposal, please do not attempt to grind vegetable peelings, or anything you would not eat!!

We provide two to four parking spaces for each residence, as well as a number of guest parking spaces. We are responsible for keeping fire lanes, red zones, roadways and resident parking clear of illegally parked vehicles. In the event that you or your guests park in any fire lane, red zone, or resident parking space other than your own, *the vehicle is subject to tow without warning.* We request that you use discretion when parking and inform guests of the additional spaces that are provided.

The staff at Talmadge Canyon Park wants to make our community an enjoyable place for all of our residents to live. We are always working to provide quality service and a comfortable environment. If you ever need assistance, please contact us and we will do everything possible to assist you.

Thank you again for choosing Talmadge Canyon Park as your new home!

Sincerely,

Talmadge Canyon Park Management

Here are some phone numbers that may be of assistance to you as you move in.

San Diego Gas and Electric 1-800-411-7343

AT&T Customer Service 1-800-310-2355

Cox Cable 1-866-351-2115

Azuma Appliance Leasing 1-800-707-1188

TALMADGE CANYON PARK

Safety Guidelines

Police/ Fire Emergency:	911
San Diego Police Department, NON EMERGENCY:	(619) 531-2000
Poison Control Center:	(619) 543-6000 OR 1-800-876-4766
Talmadge Canyon Park Office:	(619) 284-5285
Management Emergency Pager:	(619) 294-0059

1. Fire extinguishers are provided on the exterior of the two bedroom units, on the interior of the garage of the three bedroom units, on the exterior of the Rental Office in the laundry facility, across from the Rental office, and on the exterior of the garage by the pool by the three bedroom units. We recommend that you familiarize yourself with the location of an extinguisher in your area.

We also recommend that you purchase and maintain a fire extinguisher, if you do not already have one. Place the extinguisher in a place where it can be reached easily. Do not place the extinguisher over the stove!

2. There are either one or two smoke detectors in each unit. Check the smoke detectors by pushing the test button. Always keep the smoke detector connected.

If you are experiencing a problem with the smoke detector, immediately submit a service request with the Rental Office to have it repaired or replaced.

3. If you have an emergency concerning fire, injury, theft in progress, prowlers or if you see anything unusual occurring, call 911 or get someone else to call 911 for you. Then contact the Resident Manager/ Night Manager. If you feel it is not an emergency which requires a call to 911, call the Police Department's non-emergency line.

4. While using a barbeque, keep the barbecue at least 8 feet away from the building.

5. We recommend that you refer to the First Aid and Survival Guide in your telephone book for additional information.

PLEASE TAPE THIS TO THE INSIDE OF YOUR PANTRY DOOR.