

## **ACONA PROPERTIES**

1811 SANTA CLARA ST. • AUSTIN TX 78757  
PHONE 512-826-4990 • FAX 512-206-2957  
WEB WWW.ACONA.US • EMAIL MANAGER@ACONA.US

### **New Tenant Information**

#### **Rent Payment:**

- All rent should be payable to Acona Properties. Checks or money orders only, cash is not accepted.
- Acona Properties' address is 1811 Santa Clara St., Austin TX 78757. Rent may be mailed, or dropped off in the drop box labelled "Rent" at that address

#### **Contact info:**

- Acona Properties' phone number is 512-826-4990. The email address is manager@acona.us
- Send all correspondence to Acona Properties, 1811 Santa Clara St., Austin TX 78757

#### **Things to replace:**

- The tenant will replace any burned-out lightbulbs, including exterior lightbulbs.
- Replace A/C filters at least 4 times a year. Use only pleated filters, do not use the fiberglass filament filters. Pleated filters are available at Home Depot and other home improvement stores. It is important to replace the filters as necessary in order for both cooling and heating to work properly.

#### **Safety:**

- Replace the smoke detector batteries each January.
- Do not use halogen bulbs in ceiling light fixtures. Halogen bulbs burn very hot and can be a fire hazard.
- Always use the appropriate light bulb wattage. Do not use bulbs greater than 60 watts in ceiling fixtures.
- Do not vent clothes dryers into the wall. Vent the dryer to the outdoors, or within the laundry area.

#### **Trash and recycling:**

- **Trash collection:** Place the trash receptacle out at the curb, with the handle facing towards the house, so that the robotic arms can pick up the receptacle. Trash is picked up once a week.
- **Recycling Bins:** Place recycling bins out near the curb on your recycling day.
- **Lawn waste:** Lawn waste (leaves, grass clippings and small branches) can be put in large paper bags, or in a reusable plastic barrel. The city will not pick up lawn waste left in plastic bags.

#### **Emergency:**

- Call 911 if necessary.
- Contact the property manager at the phone numbers provided above.
- If there is a plumbing emergency (flooding, burst pipes) and the property manager is not available, shut off water to the residence and contact your local water utility.

# ACONA PROPERTIES

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## Inventory and Condition Form

Please note any defects or flaws in the unit. The notes written here will be compared to the condition of the unit when the tenant moves out.

**Return this page to the property manager within one week of moving in.**

Address \_\_\_\_\_

Your Name \_\_\_\_\_

### **Kitchen**

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### **Dining**

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### **Living Room**

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### **Master Bedroom**

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### **Second Bedroom**

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### **Bathroom(s)**

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### **Exterior, including patio and carport**

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