

Important Phone Numbers

Maxim 4000, LLC Property Management

Office **970.683.2595**
After Hours Emergency 970.683.2595

Electrical Service

Xcel Energy (Public Service) 800.895.4999
Grand Valley Power 970.242.0040
(Tenant **MUST** call GVP to set up service)

Gas Service

Xcel Energy (Public Service) 800.895.4999

Water/Sewer Service

City of Grand Junction 970.244.1579
Ute Water 970.242.7491
Clifton Water 970.434.7328

Trash Service/Recycling Program

City of Grand Junction 970.244.1570
Waste Management 970.243.4345
Rocky Mountain Sanitation 970.243.9812
Monument Refuse 970.257.1833

Telephone/Cable/Internet

Charter 855.479.6984
Century Link 877.476.1808
Networks Unlimited 970.243.3311

Post Office

Grand Junction 970.244.3400
Clifton 970.434.6573
Fruita 970.858.7715
Palisade 970.464.7579
DeBeque 970.283.5498

City Offices

Grand Junction 970.244.1579
Fruita 970.858.7715
Palisade 970.464.5602
DeBeque 970.283.5475

Tenant Move-Out Checklist

Kitchen

- * Clean refrigerator inside, outside, behind and underneath
- * Clean stove inside, outside, racks, broiler, top drip pans, behind and underneath
- * Clean hood fan and grease filter
- * Clean cabinets inside and outside, wipe out all drawers and shelves
- * Clean dishwasher inside and outside
- * Clean light fixtures and replace all burnt out light bulbs
- * Clean countertops
- * Clean floor

Bathrooms

- * Clean ceramic tile and grout, remove all soap residue
- * Clean walls, chrome, fan, medicine cabinet, vanity, tub, toilet sink, shower & doors
- * Clean floor, baseboards, mirror, light fixtures and replace all burnt out light bulbs

Bedrooms, Living Room, Family Room

- * Clean all closets, doors, door tracks and baseboards
- * Vacuum carpet
- * Clean light fixtures and replace all burnt out light bulbs

Miscellaneous

- * Clean all windows inside and outside, clean all window frame and sliding tracks
- * Clean mini-blinds
- * Clean all light fixtures inside and outside, replace all burnt out or missing light bulbs
- * Vacuum all heat registers and cold air return grills
- * Clean all baseboards
- * Sweep and wash patio, walks, driveway and garage floor
- * Remove all trash, clippings or debris from premises
- * Cut and trim lawn (Spring, Summer and Fall Move Outs)
- * Shovel walkways (Winter)
- * Tenant will be responsible for any breakage and damages



120 W. Park Drive Ste. 201
Grand Junction, CO 81505
970.683.2595 (Office)
970.241.1163 (Fax)
www.maxim4000.com
info@maxim4000.com

Welcome Home!

Tenant Information



Maxim 4000, LLC is an equal opportunity
Landlord and our policies and procedures
conform to applicable Colorado and Federal Fair
Housing Laws.



How To Pay Rent:

Please make monthly rental payment on or before the **1st day of the month** by one of the following very convenient ways to pay:

PAY ONLINE

Online payments can be made through www.maxim4000.com on PayLease.

In Person Payments at Vectra Bank:
2 Locations:

499 28 ¼ Road Grand Junction, CO 81501

Or

2394 F Road Grand Junction, CO 81505

Or

*120 W. Park Drive Ste. 201 Grand Junction, CO 81505

* Rya Suite & Peppermill Loft Tenants Only

*Please Make Checks Payable to
Maxim 4000, LLC
& Indicate Property Address*

Emergency Maintenance Services

Emergency services are available after hours and on weekends by calling our office number:

970.683.2595 (Emergency)

An emergency is considered to be only those circumstances where health and safety are threatened or damage is being or has been caused to the property. Such as Fire, Flood, Uncontrollable Water, Backed Up Sewer, Electrical Problem Endangering Life or Smell of Gas.

Non-Emergency Maintenance

Work order maintenance requests can be submitted via email by clicking the ***maintenance request tab*** at

www.maxim4000.com

Caring for Your Rental Home

Garbage Disposals are a frequent maintenance issue. When on, do you hear a buzz? If you do not hear a buzz, hit the reset button on the bottom or side of the disposal. If you hear a buzz, turn off the disposal and unplug from the wall. Place a ¾" allen wrench in the center shaft on the bottom of the disposal and twist back and forth (this unjams the disposal) Remove any object, plug back in, turn on and test.

Plumbing Systems need care of use. DO NOT put grease down any drain and always use a strainer in the kitchen sink. NOTHING except for waste and toilet paper should ever go down the toilets. Bathtub drains and sinks can run slowly if clogged with hair, use a strainer and clear periodically. Clogged plumbing from misuse will result in tenants being charged to clear the plumbing.

Smoke Detectors/CO Detectors need to be tested on a regular basis and need to always remain in a working condition. Test with approved smoke detector spray and replace batteries when needed.

Carpet need to be shown care. Using area rugs and throw rugs in hallways can help preserve the wear of carpets in high traffic areas. Cleaning carpets on a regular basis is highly recommended. Try to prevent staining by cleaning up spills immediately. Upon move out, carpets will be professionally cleaned which will be deducted from the security deposit.

Heating Systems need to be kept clear from any personal items and clutter. Furnace filters need to be replaced in properties with forced air heat every 2-3 months while the system is being used and year-round if the A/C system uses the same duct work. Keep at least a minimum temperature of 60 degrees inside the home in the colder months especially if you are away from the property for a period of time.

Lawn Watering is important during the summer months. Lawns should be watered every other day in the heat of the Summer for about 15 minutes for each coverage area. You can decrease watering when it rains if

the rain shower provides a good soaking. Watering is most effective when done in the late evening or early morning.

Yard Maintenance is the responsibility of tenant for keeping all outside areas free of garbage, debris, animal feces and any other unsightly items. Tenants are responsible for all landscaping including weeding, trimming of grass, edging of grass, pruning and trimming of shrubs and trees, application of weed control and fertilizer and making sure grass is being watered. Be sure to report any problems with the irrigation/sprinkler systems.

Exterior Faucet must be disconnected from any hoses in the Fall. Leaving a hose connected to the sillcock will cause the water line to freeze and break which can cause extensive water damage inside the house. This sort of damage would be a tenant expense.

Snow Removal must be completed on sidewalks and driveways within 24 hours of the end of the storm.



Renters Insurance

Maxim 4000, LLC highly recommends all tenants obtain renters insurance. Please consult an insurance professional for coverage options and rates.

Tenant Contact Information

Be sure to keep Maxim 4000, LLC up to date with any changes to contact information including phone numbers, email address, changes in employment, etc.