

Welcome to Lake Crest Apartments

It is our pleasure to welcome you to Lake Crest Apartments!

It is necessary to schedule move in times with the office #103. This is to confirm your reservation for the elevator. Rebecca will issue an elevator key for you for the day. Return the key to the office at the end of your moving time. Moving pads will be in the elevator to protect your furniture as well as the elevator walls. Move in scheduling is on a first come, first serve basis, any day of the week from 8am-1pm or from 1pm-5pm.

Our basic cable package is accessible by plugging the cable line from your TV right into the cable jack in your living room. If you need additional services such as premium channels or Roadrunner High Speed Internet, you may contact our representative **Maurice Russell at Time Warner Cable by calling 877-688-8152**. Any additional services are billable to you and you must return all cable equipment to Time Warner at the end of your tenancy.

Trash chutes are located in the utility rooms at the east end of each floor. Trash chutes are for SMALL bags of garbage only. Large bags of garbage and recycling can be taken to the bins on the south side of the building accessible through the basement. Please note which bin is recycling and which is for garbage.

The Lake Crest Office is in apartment #103. Office hours are Mon, Thurs and Fri from 8:30am-5:00pm. Tuesdays 10am-6pm, Wed 8:30am-4:30pm, Sat and Sun from 10:00 am- 4:00 pm. For your convenience, the office offers free use of our copy machine (up to 10 copies) and free local faxes. Long distance faxes are \$1 per page. We do not allow international faxes. Notary services are also available free of charge. Stamps are available for purchase for 50 cents each.

Your storage locker is located in the basement. You are responsible for purchasing your own lock. **Your locker number is:** _____

Our work order box is located in the laundry room. If you need maintenance work in your apartment, fill out the form and bring it to the office anytime. You may also fill out a work order on line at www.lakecrestapartments.net. You may leave it under the door if the office is closed. Someone will check work orders daily. **Emergency maintenance is available after hours. Call the office at 414-271-1403 and you'll be prompted to call on duty maintenance. Please remember to leave your phone number. After hours maintenance is for emergencies ONLY including; no heat, fire, power outages and lockouts. Please do not contact the staff at their apartments.**

Management supplies name tags for the directory, door, mailbox and buzzer. Our outgoing mailbox is located in the lobby. The letter carrier picks up outgoing mail on all regular mail days.

Rent checks are made payable to Lake Crest LLC. Rent is due on the first day of every month at our office in apartment #103. If rent is received after the 5th of the month, we will not accept it without the \$25 late fee. We do not accept cash payments of any kind. If staff is not available to take your rent in person, you may leave it under the office door in an envelope.

If a check is found to have Non-Sufficient Funds (NSF) there will be a \$50 penalty to you. You will then have to pay that amount with a money order or cashier's check with the \$50 penalty added.

Please do not hesitate to let us know if we can assist you in anyway.

Check out our web site at www.lakecrestapartments.net and become a fan of Lake Crest on Facebook for updates and resident info!

Welcome to your new home!