

YOUR MANAGERS' REPORT

April/May 2008

The Worth Ross Tenant Newsletter Service

Your Worth Ross & Associates Team!

Contact Us: (214) 522-9100

Worth Ross

Broker/Owner, Ext. 202
worth@worthross.com

Kevin Curran

Property Mgr., Ext. 212
kevin@worthross.com

Chris Vogel

Property Mgr., Ext. 215
chris@worthross.com

Melissa Zacha

Property Mgr., Ext. 216
melissa@worthross.com

Steve Smith

Property Mgr., Ext. 219
steve@worthross.com

Chris Hyzy

Property Leasing, Mgmt & Sales, Ext. 218
chris1@worthross.com

Jayne Morin

Accounting, Ext. 205
jayne@worthross.com

Ping Liu, CPA

Accounting, Ext. 211
ping@worthross.com

Lynn Biggerstaff

Work Order Supervisor, Ext. 209
lynn@worthross.com

worthross.com

**DON'T FORGET -
It's Important to
Report Your Maintenance!**

IT'S TIME FOR SPRING CLEANING

When the weather turns warm, it is a great time to plan for a "spring cleaning" around your residence. Take the time to clean out from winter and review any necessary maintenance. Be sure to report any necessary maintenance to us.

Here is a list of steps you can take to chase away winter and brighten your home.

- It is also time to trim lawns and weed flowerbeds, as well as clearing out any winter debris - dead leaves, animal droppings, trash, or any other items that are unsightly.
- It is particularly important to remove any debris away from the immediate exterior of your residence to promote fire safety during the hotter months of the year.
- If you still have not taken down holiday lights and decorations, do so now and store properly.
- If your rental contract indicates you are not responsible for gardening, it is still important to report any lack of maintenance to us so that we can assist you.
- Adjust sprinklers according to weather conditions for hotter summer weather. If you have difficulty with your sprinklers, contact us for help.
- Be sure to keep shrubs trimmed to clear walkways and prevent accidents.
- Report any problems with trees roots immediately.
- Watch gutters for clogging, overflow, and poor drainage. If you need assistance, notify us.
- Avoid letting water accumulate in pots or containers, such as animal dishes - this can lead to problems with mosquitoes and other pests.
- If water accumulates, and will not drain either inside or outside, notify us immediately.
- Dispose of any toxic waste properly, such as motor oil, batteries, etc.
- Do not put toxic waste in garbage receptacles.
- Clean your garbage can, and at all times, keep the lid secure to avoid unwanted pests or animals. Then, always store your garbage receptacle properly.
- Keep any receptacles for pet food or water clean to avoid attracting unwanted pets or animals as well.
- Clean your windows both inside and out.
- Wipe the inside and outside of doors.
- Clean door and window tracks so that they keep working properly.
- Report any maintenance needed for locks or operation. This is important for your safety.

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**Worth Ross
Management Co. Inc.**

3710 Rawlins Suite 850
Dallas, Texas 75219

(800) 522-9119

(214) 522-9100

Fax: (214) 528-6889

worth@worthross.com

worthross.com

Report Your Maintenance On The Internet!

Did You Know?

Did you know that you could report your maintenance on our updated Web Site? It's easy, just go to www.worthross.com and choose Resident Information, and then, Maintenance Form. Just fill in each item, tabbing from one to another, and send. We will send a confirmation e-mail to you.

Know Someone Who is Looking for a Home?

Do you know a homeowner who would like to rent out their home? Refer them to us and we will reward you. We just need a name and telephone number of the person you are referring, or simply have them mention your name when they call us. Call, fax, or send us an e-mail to earn your reward today.



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Dallas, Texas 75219

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- Check all outside lights for proper operation. If after replacing a light bulb, the light still does not work, request a maintenance order.
- If you have air-conditioning in your home, turn it on to see if it operates properly and if not, report it before hot weather arrives.
- Replace all air-conditioning and furnace filters. Clogged filters will only prevent the unit from working properly and can increase your energy bill.
- Test your smoke alarm – another important safety item. If necessary, replace the batteries and if the smoke detector still does not work, call us immediately.

Besides giving you a happier “spring” outlook, keeping your home clean and orderly, inside and out, is a responsibility outlined in your rental agreement and important to maintaining a good rental history. If you have any maintenance questions or concerns, please free to contact us - we are here to help you. Have a great spring!