

2008 FALL NEWS



The Littleton Real Estate Company
5808 S. Rapp Street #107, Littleton, Co. 80120

Office: 303-730-8170
Fax: 303-730-0221

Fall Maintenance

Furnaces & Smoke Alarms

Well, it's that time of the year again! The fall season is here, and is very quickly nearing an end. It's time for furnace filter replacements, heater servicing, and the smoke detector batteries replaced. We charge a flat fee of \$100. We recommend this service because tenants are supposed to take care of these maintenance issues, but often forget to take the time and diligence to make sure they are in proper working order. Smoke alarms are sometimes disconnected, or the batteries are removed, which is potentially hazardous, and a liability to you in an emergency situation. Sometimes the furnace filters are not changed, and this can result in costly heating repairs, because dirty filters can cause the heaters to shut down, especially in the middle of the night in the winter. Proving the cause of the heater shut down is hard to confirm, so unfortunately, owner usually end up paying for the cost of these expensive heating repairs. If you want this service performed contact us now.

Gutters

We do recommend getting your gutters cleaned out now as well as in the spring, now that the leaves have fallen. Gutters should be cleaned twice a year, as to keep them clear. If gutters are clogged, rain and snow runoff won't drain properly, causing it to overflow. This can cause serious structural damage to the structure. In addition to that, a gutterful of water is very heavy and can damage the fascia boards on your roof. The cost for our handyman to perform this service is a flat fee of \$75.00. Please let us know if you would like this service performed as well.

LREC STAFF

Owner

Kurt Krantz, KKrantz@lreco.com

Office Manager/Property Manager/Broker

Josephine Gonzalez, JGonzalez@lreco.com

Broker/Property Manager

Stephanie Carrera, SCarrera@lreco.com

Maintenance Coordinator

Emily Alexander, Maintenance@lreco.com

Receptionist/

Assistant to Property Manager

Alisha Wallerich, AWallerich@lreco.com

MISSING INFORMATION FROM FILES

We have been going through files recently, if any documents or items are missing, we have been trying to e-mail you these documents we need to update the file. This may include a current management contract or any missing addendums to this contract, we also might need insurance information, or Home Owner's management information. Please update your e-mail address at our web site www.lreco.com, under "Owner" and "Update Contact Information" so we can correspond with you. Thanks for your time and help in getting your file current.

ANNUAL INSPECTIONS

It is that time of year again where we will be starting annual inspections. The cost is \$35.00 per property and we believe these inspections are in your best interest! We look for anything that might cause problems in the future, preventative maintenance that will save you money in the long run, and we also make sure that the tenant is doing a good job of maintaining the property. If we have managed your property for more than 6 months, you are on our list of properties to inspect. If we have managed your property for less than 6 months or the tenants moved in after April 1st you are not on our list to inspect. If you want to change this status please contact your Property Manager.

