



5808 S. Rapp Street #107, Littleton, CO 80120

Dear Tenants,

We would like to thank you for choosing **THE LITTLETON REAL ESTATE COMPANY** to be your property manager. We will do what we can to make living at your new property enjoyable. Hopefully this packet will make things a little easier for you to find and will come in handy. If there is any thing that you need, please feel free to call. Thanks again for choosing The Littleton Real Estate Company.

Office Phone:

303-730-8170

Office Fax:

303-730-0221

Our Website:

www.LRECO.com

General Email:

Frontdesk@lreco.com

Maintenance voicemail

303-380-4183

Maintenance email

maintenance@lreco.com

Owner/Leasing Agent-Kurt Krantz:

303-210-9515

Property Manager/Accounts Payable-Jacque Cornish:

303-730-8170

Jcornish@lreco.com

Property Manager/Leasing Agent: Martha Stevenson

720-297-6388

Mstevenson@lreco.com

Receptionist/Assistant Property Manager-

303-730-8170

Maintenance Coordinator-

303-356-0017

Maintenance@lreco.com

**REMEMBER, AN EMERGENCY IS DEFINED AS:
UNCONTROLLED RUNNING WATER
OR
LACK OF HEAT UNDER 32 DEGREES**

Denver Metro Area

Emergency Numbers

9-1-1

KNOW WHEN TO CALL

9-1-1 is for true emergencies when every second counts!

- To save a life
- To report a fire
- To stop a crime

TIPS FOR CALLING 9-1-1

- Stay calm
- Call immediately from a safe location
- Give exact location and type of emergency
- Don't hang up until call-taker says to do so, EVEN if you've dialed 9-1-1 by mistake
- Don't call 9-1-1 to ask about weather emergencies:
Tune to local radio and television stations for information
- Teach children how to use 9-1-1 properly!

Child Abuse:

Dial 9-1-1

Poison Control:

Dial 303-739-1123

EMERGENCY NUMBERS FOR KIDS

Emergency Contact	
Emergency Number	
Mom's Work Number	
Dad's Work Number	
Neighbors Number	
Friend's Number	
My Address	
My Home Number	
Cell Phone Number	

Non-Emergency Numbers

Non-Emergency Numbers: If your call is *NOT* an emergency, OR *if you cannot reach help on 9-1-1*, use the non-emergency numbers listed below for public safety assistance:

Adams County: **303-288-1535**

Aurora 303-365-2844

Bennett, Brighton, Commerce City,
Northglenn, Thornton 303-288-1535

Arapahoe County **303-795-4711**

Aurora 303-365-2844

Bowmar, Castlewood, Cherry Hills,
Cherry Hills Village, Columbine Village,
Cunningham, Strasburg: 303-795-4711

Englewood 303-761-7410

Glendale 303-759-1511

Greenwood Village 303-741-5960

Littleton 303-794-1551

Denver City and County **720-913-2000**

Douglas County **303-660-7500**

Castle Rock 303-663-6100

Franktown, Highlands Ranch,
Jackson, Larkspur, Sedalia 303-660-7500

Parker 303-841-9800

Jefferson County **303-277-0211**

Arvada 303-431-3060

Englewood 303-278-2000

Golden 303-384-8045

Idledale 303-277-0211

Lakewood 303-987-7111

Morrison 303-277-0211

Sheridan 303-762-2211

Westminster 303-429-1500

Wheat Ridge 303-237-2220

Colorado State Patrol **303-239-4501**

Road Reports **303-639-1111**

Road Reports Toll Free **877-315-7623**

Getting Started

The Littleton Real Estate Company will take care of transferring water, electricity and gas. Trash, cable, internet, phone services, etc., will need to be taken care of by the tenant. Here are some phone numbers that may help.

Mail Service

If you filled out a change of address card before you moved, you should be receiving mail at your new address. If you were unable to do so, go to your local post office and fill out the form as soon as possible. If you have moved into an apartment, your mail carrier will leave a blue Change-of-Address slip in your mail box that you will need to fill out and return to the post office. **If you live in the south metro area and your mailbox unit was not re-keyed, please call Growth Management between 6am and 2 pm, 303-798-0502.**

Cable / Satellite

Comcast	303-930-2000
Direct TV	800-201-2979
Dish Network	800-843-4742
EchoStar	303-799-8222

Water and Sewer

Arvada	303-431-3070
Aurora	303-793-7388
Castle Rock	303-660-1015
Cottonwood	303-782-2635
Denver	303-893-2444
Englewood	303-762-2635
Green Mountain	303-985-1581
Highlands Ranch	303-791-0430
Ken Caryl	303-979-7424
Lakehurst	303-985-7895
Lakewood	303-987-7615
Littleton	303-893-2444
N. Douglas Cnty	303-779-4525
Parker	303-841-4627
Roxborough	303-779-4525
Wheat Ridge	303-424-2844

Trash Removal

BFI	303-287-8043
EDS Waste	303-278-8600
Waste Management Denver County	303-797-1600 720-865-6900

Public Service

Aquila	1-800-303-4999
IREA	303-688-3100
Xcel	1-800-895-4999

Phone Service

Comcast	303-930-2000
MCI	800-950-5555
Qwest	800-244-1111
McLeod USA	800-909-3012

Newspapers

Denver Newspaper Agency	303-892-5000
Denver Post	303-820-1010
Rocky Mtn. News	303-892-5000
Westword	303-296-7744

School Districts

Adams County District 12
720-972-4000
1500 E. 128th Avenue
Thornton, CO 80241

Adams County District 50
303-428-3511
2401 W. 80th Avenue
Denver, CO 80221

Aurora Public Schools
303-344-8060
1085 Peoria Street
Aurora, CO 80011

Cherry Creek School District 5
303-773-1184
4700 S. Yosemite
Englewood, CO 80111
www.ccsd.k12.co.us

Denver Public Schools
720-423-3414
900 Grant St.
Denver, CO 80203
www.denver.k12.co.us

Douglas County School District
303-387-0100
620 Wilcox Street
Castle Rock, CO 80104
www.dcsd.k12.co.us

Englewood School District
303-761-7050
4101 S. Bannock St.
Englewood, CO
www.englewoodschools.org

Jefferson County School District R-1
303-982-6800
1829 Denver West Dr. #27
Golden, CO 80401
www.jeffco.k12.co.us

Littleton Public Schools District 6
303-347-3300
5776 S. Crocker St
Littleton, CO 80120
www.lps.k12.co.us

Sheridan School District No 2
720-833-6987
3201 W. Oxford Ave.
Sheridan, CO 80236

Hospitals

Centura Littleton Adventist Hospital
7700 S. Broadway
Littleton, CO 80122 303-730-8900

Children's Hospital
1056 E. 19th Ave.
Denver, CO 80218 303-861-8888

Craig Hospital
3425 S. Clarkson
Englewood, CO 80110 303-798-8000

Denver Medical Center
777 Bannock Street
Denver, CO 80204 303-436-6000

Exempla Lutheran
8350 W. 38th Ave.
Wheat Ridge, CO 80033 303-467-4096

Exempla St. Joseph
1835 Franklin Street
Denver, CO 80218 303-837-7111

Swedish Medical Center
501 E. Hampden Ave.
Englewood, CO 80110 303-778-5000

National Jewish Hospital
3800 E. Colfax Ave.
Denver, CO 80206 303-388-4461

Rose Medical Center
4567 E. 9th Ave.
Denver, CO 80220 303-320-2389

University of Colorado Anschutz Pavilion
12605 E. 16th Ave.
Aurora, CO 80045 720-848-0000

Community Resources

Drivers License: Don't forget to change your address on your driver's license

Aurora	14391 E. 4 th Ave.	303-344-8400
Boulder	2850 Iris Ave.	303-422-3006
Brighton	1527 E. Bridge	303-659-5055
Castle Rock	402 Wilcox St.	303-627-0985
Centennial	12600 E. Arapahoe Rd	303-795-5954
Denver	1865 W. Mississippi Ave.	303-937-9507
Denver NE	4685 Peoria	303-373-0161
Golden	16950 W. Colfax Ave.	720-497-1182
Lakewood	1881 Pierce St.	303-205-5609
Northglenn	500 Malley Dr.	720-929-8636
Parker	17924 Cottonwood Dr.	303-627-0985

Motor Vehicle-Plates and Titles:

Adams County	303-654-6010
Arapahoe County	303-795-4500
Boulder	303-413-7710
Denver County	720-865-4600
Douglas County	303-660-7440
Jefferson County	303-271-8100

Libraries:

Adams County	303-288-2001
Arapahoe County	303-798-2444
Douglas County	303-688-7603
Jefferson County	303-235-5275

Public Transportation:

Amtrak-Union Station:

18th and Wynkoop St.

Reservations:

800-872-7245

Denver International Airport

303-342-2000

8500 Pena Blvd.

Denver, CO 80249

www.flydenver.com

Regional Transportation District (RTD)

303-299-6000

1600 Blake St.

Denver, CO 80202

www.RTD-Denver.com

Local Shopping:

Aurora Mall

14200 E. Alameda Ave.

303-344-4120

Cherry Creek Shopping Center

3000 E. 1st Ave.

303-388-3900

Colorado Mills

14500 West Colfax Avenue

303-384-3000

Denver Pavilions

500 16th St.

303-260-6000

Littleton Oakbrook Shopping Center

311 W. Countyline Rd.

303-795-5954

Park Meadows

8401 Park Meadows Center Dr.

303-972-2999

Southwest Plaza

8501 W. Bowles Ave

303-973-5300

The Streets at Southglenn

6911 S. University Blvd.

303-795-0834

Thornton Town Center

10001 Grant St.

303-252-0007

Westminster Mall Shopping Center

5433 W. 88th Ave.

303-428-5634

LA NOTA IMPORTANTE A TODOS RESIDENTES

IMPORTANT NOTICE TO ALL RESIDENTS

This notice is to inform resident(s) of the policies regarding the maintenance of appliances in your rental homes. We have had a lot of resident(s) throughout the last few years that have had issues with their stoves and garbage disposals. The majority of these issues, looking at the invoices, have been due to neglect to the stoves and garbage disposals by resident(s). From now on, we want to make sure you understand why these problems are resulting, and what we expect from you to keep these appliances in good working order. Below are the thing we need you to be aware of regarding stoves and garbage disposals.

Stoves:

- Do not purchase after market drip pans, these drip pans have to be purchased from the appliance parts house to match the make and model of the stove to work properly with the burners.
 - Do not put aluminum foil in your oven as this also radiates extra heat, burning out the element in the oven.
 - You should not use a pan that is more that 2" larger than the burner surface.
 - Do not boil over foods, this will burn out the receptacles to the burners.
 - Do not cover drip pans with aluminum foil, as it causes extreme heat and damage to the burner and receptacle, do not use foil in cooking pans either.
-

Garbage Disposals:

- Only light waste can be put down the disposal.
- Do not put egg shells, peelings from fruits or vegetables, corn husks, bones, or any other miscellaneous items down the disposal.

These are simple steps we are asking you take to maintain the owner's property. If for any reason maintenance in the future is necessary do to resident(s) neglect or misuse of the stove or garbage disposal, resident(s) will be responsible for all cost associated with the repair of these appliances.

If you have any questions regarding this information, please feel free to contact your Property Manager at 303-730-8170.

Esta nota deberá informar los residentes de las políticas con respecto a la conservación de aparatos en sus hogares de renta. Hemos tenido muchos residentes a través de los años que ha tenido problemas con sus estufas y con el molino del sink. La mayoría de estos asuntos ha sido de la descuida de los residentes a las estufas y el molino del sink. Desde ahora que queremos hacerle entender por qué estos problemas resultan y lo que esperamos que usted mantenga estos aparatos servible. Debajo son las cosas que necesitamos usted estar enterado de con respecto a las estufas y el molino del sink.

Las estufas & Hornos:

- no compra , éstos cacerolas de gota se tienen que comprar de una tienda de partes de aparatos para emparejar la marca y el modelo de la estufa para trabajar apropiadamente con los quemadores.
 - Usted no debe usar una cacerola o sartenes que es más de 2" más grande que la superficie de quemador en la estufa.
 - No se hierva sobre alimentos, esto se fundirá el recepticals de los quemadores
 - No cubre los cacerolas de gota con papel de aluminio como eso causan mucho calor y hace daño extremos al quemador y el receptical, tampoco no usan papel de alumninio en las cacerolas.
 - No pone papel de aluminio en su horno como esto irradia el calor extra y fundiéndose los elementos en el horno.
-

El Molino del sink:

- Sólo cosas ligeras se puede poner abajo del molino del sink.
- no pone los cascarones del huevo, las cáscaras de fruta o verduras, las ojas de elote, huesos, ni de cualquier otros artículos variados abajo del molino de sink.

Estos son los pasos sencillos que pedimos que usted toma para mantener la propiedad. Si por alguna razón la conservación en el año es necesario debido al descuido de residente o maltrato de la estufa o de disposición de basura será responsable de todo costo asociado con la reparación de estos aparatos al residente .

Si usted tiene cualquiera pregunta con respecto a esta información, contactar a su Director de la Propiedad en (303)730-8170.

Maintenance Charges

We have received many questions from owners and tenants in regards to billing on maintenance requests. The most frequent maintenance requests are jammed garbage disposals and clogged lines. Our policy is if we receive a call for a jammed garbage disposal or clogged drains, we will call maintenance to have it repairs.

Garbage Disposals:

If it is determined that the garbage disposal was "seized," than the tenant will be billed. When a garbage disposal is "seized" it can ONLY be caused by a foreign object, such as egg shells, peelings of fruits or vegetables, corn husks, or other stringy foods, bones, etc., that fell into the disposal. In addition, if it is determined by the repair company that too much food was shoved down the disposal and caused it to freeze up, than the tenant will be charged for this as well. If the disposal is inoperable, due to anything other than misuse or "seizing," than the owners are charged for those repairs.

Clogged Drains:

Clogged drains due to hair, grease, food, or foreign objects are charged to tenants. Nothing other than toilet paper (and the obvious reason for using a toilet) should be put down a toilet. If a toilet is clogged due to foreign objects, feminine hygiene produces, diapers, etc., than the tenant will be charged. If the clog is due to tree roots from outside or a mainline sewer problem to the street, than the owner pays for this charge.

Missed Appointments:

If a tenant makes an appointment with a maintenance company and fails to be there at the agreed upon time, the service call will be billed to the tenant. No exceptions will be made! We obviously will not charge owners for missed appointments set by tenants.

Our office policy is to send a bill to our tenants for "Tenant Charges." In addition to sending the tenant(s) a letter, it will also be charged to their tenant ledger. If the bill is not paid within the specified time, the tenant could be posted for non-payment and late fees and posting fees would be charged. The bill will be paid for by the owner, but the owner will be reimbursed from by the tenant to cover the charge that was due from the tenant.

We are only addressing two of the many areas in maintenance we deal with. If there are any other tenant-caused maintenance issues, then these charges will be billed directly to the tenants. If there are any non-tenant-caused areas of maintenance, then these items are billed to the owner. Our management contracts indicate a specific dollar amount limit that we can approve work to be completed. However, if the dollar amount is exceeded, then we are obligated to call all owners for approval. Due to this process, your requests may take up to a week to be approved. Your cooperation will be greatly appreciated during this approval process.

Thank you in advance for your cooperation.



FIND US A RENTER AND WE WILL GIVE YOU A RENT CREDIT!

The Littleton Real Estate Company pays you to find us a qualified tenant for any one of our multiple homes, townhouses, condos, or apartments across the Denver Metro Area. For every lease we sign with someone you refer we will give you a \$50 rent credit.

REFER YOUR FRIENDS OR FAMILY AND MAKE SOME EXTRA CASH!!!

CALL JACQUELINE OR KURT FOR MORE INFORMATION!

PHONE: 303-730-8170 FAX: 303-730-0221

WWW.LRECO.COM

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