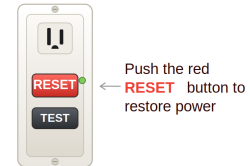


MAINTENANCE TIPS

After-Hours Maintenance Line: (360) 738-1022

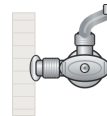
GFCI OUTLETS

If an outlet isn't working check for the GFCI panel. This will be on the outlet and will have a yellow or black and red button. To reset the outlet, click on the red reset button. This should restart the outlet. The GFCI outlets are usually located in the kitchen, bathroom, and garage near a water source.

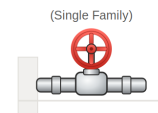


WATER SHUTOFF

If your toilet is ever overflowing or leaking, there is a water shut off valve at the base of the toilet in the back. Twist the knob to stop the water flow to the toilet. Water heater shut off is located at the top of the tank. Locate the water shut off before you need to use it.



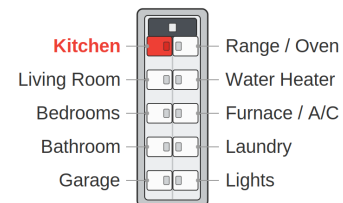
Supply-line valve



Whole-house shut-off

BREAKER BOX

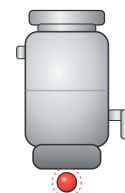
When your power is out in a specific area of the unit, try flipping the breaker before submitting a maintenance request. The breaker box is a small metal box with switches inside. Flip the switch for that designated area to get the power back on. It is common to trip a breaker if there are several things plugged in and in use in one room. Determine the location of the breaker box before a power outage.



Each breaker controls a different area of your home.

GARBAGE DISPOSAL

Often when your disposal stops working for an unknown cause, it just needs to be reset. Under the sink at the base of the disposal there is a red reset button you can push to get the disposal turned on again. Make sure to try that before submitting requests for disposal maintenance.



Red reset button
on the underside

DRAIN CLOG

If a clog is caused by a tenant, the cost to repair may be the tenant's responsibility. That is why it's important to keep drains as clear as possible. We always recommend drain traps for showers and sinks, and if it starts to drain slowly, use a drain stick to clear the line before submitting maintenance requests. A drain stick can be obtained at most hardware stores.

LIGHT BULBS

If a light bulb is out inside your unit, it is your responsibility to change it. Please, note unless you reside in a single-family home that any exterior or common area lights outside of your unit will be maintained by Landmark. If you notice an exterior light out, please submit a maintenance request.

SMOKE OR CO ALARMS & BATTERIES

If any smoke or carbon monoxide alarms in your unit need new batteries, you are responsible for replacing those. Please keep in mind that many units have hard-wired smoke detectors. If you replace the batteries in one, you may need to replace the batteries in each detector for them to stop beeping. It is recommended to change batteries twice a year.

***At no time should you remove your smoke or carbon monoxide alarm from the wall, or it is a \$200 fine, (excluded from properties within the City of Bellingham and City of Ferndale limits.)**

EMERGENCY

After-hours maintenance line: (360) 738-1022.

This is for weekends, holidays, and after 5:00 PM.

What constitutes an emergency call-out?

- No hot water
- No power
- No heat
- Active flood or leak
- Unit is unable to be secured
- Only toilet is not working
- Elevator out
- Sewage back-up

Common Non-Emergency Maintenance:

- Lock outs — may need to call a locksmith (check your lease)
- Refrigerator not cooling
- Stove not working