



WINTER NEWSLETTER



GREETINGS TENANTS,

HAPPY HOLIDAYS from *Property Management Solutions!*

Please follow these tips to prepare for the winter season / freezing weather:

1. Change air filters.
2. Cover faucets.
3. Clean clutter.
4. No grease down drains.
5. Be respectful and courteous towards your neighbors and housemates.
6. Keep your house heated to a minimum of 62 degrees during freezing weather.
7. Run faucets enough to let them drip during freezing weather.
8. Check that fireplaces, wood stoves, and electric heaters are working properly.
9. Report leaks / maintenance issues by calling **(940) 264-7045** or logging into your **RESIDENT PORTAL** at pmswf.com or via **Buildium Resident App** (downloadable on any smart phone).
10. For emergencies ONLY dial **EXT. 2** when calling our office at **(940) 264-7045**.

*****REMINDER ON HOW TO PAY YOUR RENT*****

PAY AT OFFICE / DROP BOX:

706 Denver Street, Wichita Falls, Texas 76301 (Hours: Monday – Friday, 9am – 4pm)
Check, money order, cash accepted in person.

CHECKS / MONEY ORDERS:

Please make pay to: **PROPERTY MANAGEMENT SOLUTIONS** or **PMS** and include your **FULL NAME + ADDRESS + APARTMENT NUMBER** on form of payment.

ONLINE VIA CREDIT / DEBIT CARD or BANK ACCOUNT: www.pmswf.com

If you do NOT have a login to our **RESIDENT PORTAL** mentioned above, please include your **EMAIL ADDRESS + FULL NAME + ADDRESS + APARTMENT NUMBER** via email to h2operating@yahoo.com or by phone / voicemail at **(940) 264-7045**.

MAILING ADDRESS: P.O. Box 3721, Wichita Falls, Texas 76301

*We will **NOT** pick up your rent for you. Kindly mail it if you do not have transportation.*

Thanks!

Property Management Solutions

