

TENANT NEWSLETTER | SPRING 2022

GREETINGS TENANTS,

Please follow these tips to prepare for the changing of the seasons:

1. Remember to change air filters.
2. Clean clutter inside and outside your home.
3. No grease down drains.
4. Be respectful and courteous towards your neighbors and housemates.
5. Report 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).
6. Please report any new pets, roommates, or occupants to avoid a fine and/or lease violation.
7. Rent is due the 1st of the month. A \$50 late fee will be applied to your account after the 5th day of not paying rent. Please inform us as soon as you know your rent might be late.
8. 30-day move out notices are required to avoid a fine and/or lease violation.
9. NO smoking allowed inside home.
10. Please clean up after pet(s), and do NOT leave cigarette butts or any type of waste outside.
11. Do not flush ANYTHING but toilet paper down toilet.

HOW TO PAY YOUR RENT

Checks, money orders, online payments, and cash are all accepted.

PAY AT OFFICE / DROP BOX: 706 DENVER STREET, WICHITA FALLS, TEXAS 76301

HOURS: MONDAY – THURSDAY, 9AM – 3PM, CLOSED FRIDAY

CHECKS / MONEY ORDERS:

Please make payable 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 are currently paying via Venmo or Cash App, please begin paying through our online portal instead at www.pmswf.com. If you do NOT have a login to the RESIDENT PORTAL mentioned above, please include your **EMAIL ADDRESS + FULL NAME + ADDRESS + APARTMENT NUMBER** via email to **h2operating@yahoo.com** or by phone 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

