

NOTICE

At Orlando Realty and Property Management we do not want to take up your valuable time. Therefore, we have tried to make our office as technology friendly for our residents as possible.

1. Please make all maintenance requests, at our website (not through an email), www.407rentals.com/maintenance.
2. Please mail your rent check to our office. Or even better yet, sign up for our ACH payment program and easily pay your rent automatically. You can sign up at <http://www.407rentals.com/tenant-portal-instructions>.

Please note the following: Please make an appointment by either calling our office or emailing us.

1. Our property managers could be at lunch, with another resident, on the phone or may simply be on a vacation day and we would not want you to have to wait.
2. **This will help ensure the person you wish to speak with is available so that your trip to our office will not take much of your time and your questions are fully answered.**
3. This will also allow the property manager to review any necessary information a head of time, and thus better assist you.

We appreciate your understanding and agreement.

RESIDENT

DATE

RESIDENT

DATE