

The
POWER PROPERTY
Management Team

3023 Washington Blvd
Marina del Rey, CA 90292
Phone: (310) 593-3955 Fax: (310) 861-0714

WELCOME TO POWER PROPERTY MANAGEMENT!

We hope you enjoy your time as a resident with us. Below is some general information on PPM, maintenance requests and rent collections. For more information on PPM, please visit our website at:

www.PowerPropertyManagement.com

Please put this letter in a safe place so that you can reference it for future use.

Office Information:

- Phone number: (310) 593-3955
- Main Address: 3023 Washington Blvd. Marina del Rey, CA 90292
- Business hours: 9 am – 5 pm, Monday through Friday
- Emergency, after hours phone number: (310) 588-0098

Maintenance

- Requests Via Email (Preferred Method) at our website: www.PowerPropertyManagement.com
- Requests Via Phone: Contact our Maintenance Coordinator at ext. 25. If you reach a voicemail, please leave your name, address, exact problem you are experiencing and, most importantly, a phone number that you can be reached at.
- Should you have an emergency (burst pipe, etc) after hours (5 pm – 9 am), please contact us at (310) 588-0098.
- If you have changed your locks for any reason, please forward a copy of your key to PPM immediately.
- Please treat your residence with care and report any leaks immediately. Repairs to your unit deemed your responsibility (missing smoke detectors/screens, broken windows, jammed disposals, etc.) will be charged to your account.

Rent

- **Now Available:** Check your account status online. Each resident will have the ability to check rent payment status online and to inquire as to their rent amount.
- Any questions regarding your rent amount should be directed to our Accounts Receivable department via email at our website or by phone at ext. 31.
- Please make sure your payments are made out to Power Property Management and include your new address in the memo section, so we can credit your account correctly.
- We take timely payments seriously. If rent is paid late, a late fee must be included with your payment.
- If you moved into your new residence mid-month, please consult your lease or contact Accounts Receivable as to your next month's prorated amount.

Miscellaneous

- Per your lease, utilities must be transferred into your name. If you have not done so already, please contact the local utility companies immediately. See below for a complete list of numbers.