

Fall
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welcome to our neighborhood !

YOUR USE TO VALUABLE INFORMATION ABOUT RUNCO RENTALS POLICIES & PROCEDURES

- You are required to complete, sign and return the Inventory Inspection Form by September 12, 2017.
This will aid in refunding your security deposit.

Units that have not transferred the utility service/s into their names will receive a turn off notice from that specific utility company.

If utility service is turned off – your lease with Runco Rentals will be terminated. You will need to vacate property until utility service is restored.

You will also be assessed a \$ 25.00 bookkeeping fee.

- *Enclosed is a full listing of utility companies' contact numbers.*

Our Maintenance Department will make every effort to correct any problem reported as quickly as possible.

- ✓ Please notify our Emergency Contact Number: 724.599.2476 @ once concerning electrical & water problems.
- ✓ Replacement light bulbs are the responsibility of the tenant/s.
- ✓ Email our business office for fluorescent replacement.

Michele Skultety – Chief Business Officer

Other Items of Interest

1. The Business Office is staffed Monday thru Friday, 1 PM to 5 PM. You can reach us @: 724.349.0152 or email us: runcorental@verizon.net

7. Our website is available 24 hours a day, 7 days a week to help answer your questions at www.runcorental.com

6. Runco Rentals After Hours Emergencies: 724.599.2476

If you need Police, Fire or Emergency Medical Services, Please dial 911.

5. The fines from the Indiana Borough Code Enforcement Department are extremely high.
- Ten – (10) or more unrelated people are considered an illegal gathering and is banned by the Indiana Borough.
 - No House Parties!
 - Loose bags of trash left outside your unit is prohibited and a fine will be enforced.

4. It is necessary to keep lines of communication open, any change in home mailing address, home & cell numbers and email addresses should be conveyed to our business office at runcorental@verizon.net.

3. Please lock your vehicles and houses whenever left unattended.. Don't be a victim of an opportunist. Lock out fee between 9 am – 4:30 pm \$ 35.00; after 4:30 pm and on weekends or holidays \$ 75.00. Cash is expected at time of service.

2. Vehicles parked in Runco Rentals' Lots and is NOT displaying the RUNCO RENTALS PERMIT will be considered Illegal Parks. Contact BUGGEY'S EXXON @ 724.463.3851 for your vehicle.
** A fee will be charged.*

CALL 724.349.0152
runcorental@verizon.net

Runco Rentals
1073 Philadelphia Street