**Tenants,**

**Here are the names of the staff for UK Cats on Campus:**

**Kelly- Property Manager**

**Sarah- Property Manager Assistant**

**Carlos- Head of Maintenance**

**\*If you have any Maintenance issues you MUST submit a maintenance request on our website!! This is how maintenance keeps track of which house needs what and can mark off tasks when completed so we know what has been fixed and what hasn’t. ukcatsoncampus.com**

**\*As per the lease there is a $5 charge for every call or text that’s not considered an emergency. ALL QUESTIONS you may have about rent, mailing address, etc. can be found on our website or in your lease.**

**\*\*PLEASE ONLY CALL AND TEXT if you have an emergency or if I text you first about an issue. You may also text me regarding rental properties if you are wanting to rent a different house next year or have friends looking for a house! We do have 42 rentals properties all right by UK Campus!!**

**\*\*THIS IS MY LAST REMINDER ABOUT RENT DUE DATES:**

**Always on or before the 1st of the month rent is due.**

**1st Quarter: August 1st**

**2nd Quarter: November 1st**

**3rd Quarter: February 1st**

**4th Quarter: May 1st**

**\*Mail at least one week before the due date to avoid any late fees! You have to send payment through the mail with a stamp! You CANNOT drop off rent payments!**

**Thank you,**

**Management**