





## Welcome!

PLEASE FIND ATTACHED INFORMATION THAT MAY BE HELPFUL TOWARDS YOUR TENANCY.

Thank you for renting from Wild West Property Management, LLC. The Staff at Wild West looks forward to working with you!

You may not know it but renting can help build your credit, and we can be one of your best friends. If you're thinking of buying a home or even a new car, chances are your rental references will be checked. Let us know how we can help you.

We're committed to providing quality housing to our tenants. You can help us by letting us know (in writing) whenever there are any problems or maintenance needs at your home. In this packet, you will find a Repair and Maintenance Request Sheet to aid in this. Please check out our website for helpful tips on general issues as well.

To avoid unpleasant confrontations, expenses, and/or inconveniences, please see the pages attached to this document.

Communication is the key to our solid working relationship, so if you have any questions, comments, or a problem, never hesitate to call us. We would like to hear from you.

Thank you, and welcome to your new home!

- Wild West Property Management, LLC

**\*The following forms MUST be filled out and returned to Wild West within seven (7) days of tenancy:**

- 1. Tenant Utilities Transfer Sheet
- 2. Tenant Move In Inspection Sheet



## Tenant Utilities Transfer

Utilities must be transferred to Tenant(s) name(s) as of the move in date listed below.

**Prop #:** \_\_\_\_\_

**Move In Date:** \_\_\_\_\_

**Names(s) and Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Power

Pacific Power Account #: \_\_\_\_\_ Date: \_\_\_\_\_

(800-221-7070)

Central Electric Account #: \_\_\_\_\_ Date: \_\_\_\_\_

(541-548-2144)

### Gas

Cascade Natural Gas Account #: \_\_\_\_\_ Date: \_\_\_\_\_

(888-522-1130)

### Trash

Republic Services Account #: \_\_\_\_\_ Date: \_\_\_\_\_

(541-447-5208)

### Water & Sewer

City of Prineville Account #: \_\_\_\_\_ Date: \_\_\_\_\_

(541-447-5627)

City of Redmond Account #: \_\_\_\_\_ Date: \_\_\_\_\_

(541-923-7765)

Ochoco West Water Account #: \_\_\_\_\_ Date: \_\_\_\_\_

(541-447-1934)

Other Water Account #: \_\_\_\_\_ Date: \_\_\_\_\_

**This form MUST be returned to WWPM within 7 days of tenancy!**



# Move In Inspection Sheet

This form **MUST** be returned to WWPM within 7 days of tenancy!

**Tenant(s) Name(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

## Exterior

DRIVEWAY: \_\_\_\_\_ GUTTER/DOWNSPOUTS: \_\_\_\_\_  
OUTSIDE SIDING: \_\_\_\_\_ OUTSIDE TRIM: \_\_\_\_\_  
PORCH/ENTRY: \_\_\_\_\_ WALKWAYS: \_\_\_\_\_  
PATIO/DECK: \_\_\_\_\_ FRONT YARD: \_\_\_\_\_  
BACKYARD: \_\_\_\_\_ GARAGE/STORAGE: \_\_\_\_\_  
SPRINKLERS: \_\_\_\_\_ MISC: \_\_\_\_\_

## Living Room

CEILING: \_\_\_\_\_ WALLS: \_\_\_\_\_  
BASEBOARD/MOLDING: \_\_\_\_\_ FLOOR: \_\_\_\_\_  
FIXTURES: \_\_\_\_\_ WOOD STOVE/FIREPLACE: \_\_\_\_\_  
WINDOWS: \_\_\_\_\_ SCREENS: \_\_\_\_\_  
COVERINGS: \_\_\_\_\_ SILLS: \_\_\_\_\_  
MISC: \_\_\_\_\_

## Dining Room

CEILING: \_\_\_\_\_ WALLS: \_\_\_\_\_  
BASEBOARD/MOLDING: \_\_\_\_\_ FLOOR: \_\_\_\_\_  
FIXTURES: \_\_\_\_\_ DOOR: \_\_\_\_\_  
WINDOWS: \_\_\_\_\_ SCREENS: \_\_\_\_\_  
COVERINGS: \_\_\_\_\_ SILLS: \_\_\_\_\_  
MISC: \_\_\_\_\_

## Kitchen

CEILING: \_\_\_\_\_ WALLS: \_\_\_\_\_  
BASEBOARD/MOLDING: \_\_\_\_\_ FLOOR: \_\_\_\_\_  
DOOR: \_\_\_\_\_ FIXTURES: \_\_\_\_\_  
WINDOWS: \_\_\_\_\_ SCREENS: \_\_\_\_\_  
COVERINGS: \_\_\_\_\_ SILLS: \_\_\_\_\_  
SINK: \_\_\_\_\_ COUNTER TOP: \_\_\_\_\_  
CUPBOARDS/DRAWERS: \_\_\_\_\_ RANGE: \_\_\_\_\_  
VENT HOOD: \_\_\_\_\_ REFRIGERATOR: \_\_\_\_\_  
DISHWASHER: \_\_\_\_\_ DISPOSAL: \_\_\_\_\_  
MISC: \_\_\_\_\_



### Hallway

CEILING: \_\_\_\_\_ WALLS: \_\_\_\_\_  
BASEBOARD/MOLDING: \_\_\_\_\_ FLOOR: \_\_\_\_\_  
FIXTURES: \_\_\_\_\_ CLOSET: \_\_\_\_\_  
SMOKE/CO2 DETECTOR: \_\_\_\_\_ MISC: \_\_\_\_\_

### Bedroom 1 (Primary)

CEILING: \_\_\_\_\_ WALLS: \_\_\_\_\_  
BASEBOARD/MOLDING: \_\_\_\_\_ FLOOR: \_\_\_\_\_  
FIXTURES: \_\_\_\_\_ DOOR: \_\_\_\_\_  
WINDOWS: \_\_\_\_\_ SCREENS: \_\_\_\_\_  
COVERINGS: \_\_\_\_\_ SILLS: \_\_\_\_\_  
CLOSET: \_\_\_\_\_ MISC: \_\_\_\_\_

### Bedroom 2

CEILING: \_\_\_\_\_ WALLS: \_\_\_\_\_  
BASEBOARD/MOLDING: \_\_\_\_\_ FLOOR: \_\_\_\_\_  
FIXTURES: \_\_\_\_\_ DOOR: \_\_\_\_\_  
WINDOWS: \_\_\_\_\_ SCREENS: \_\_\_\_\_  
COVERINGS: \_\_\_\_\_ SILLS: \_\_\_\_\_  
CLOSET: \_\_\_\_\_ MISC: \_\_\_\_\_

### Bedroom 3

CEILING: \_\_\_\_\_ WALLS: \_\_\_\_\_  
BASEBOARD/MOLDING: \_\_\_\_\_ FLOOR: \_\_\_\_\_  
FIXTURES: \_\_\_\_\_ DOOR: \_\_\_\_\_  
WINDOWS: \_\_\_\_\_ SCREENS: \_\_\_\_\_  
COVERINGS: \_\_\_\_\_ SILLS: \_\_\_\_\_  
CLOSET: \_\_\_\_\_ MISC: \_\_\_\_\_

### Bonus/Family Room

CEILING: \_\_\_\_\_ WALLS: \_\_\_\_\_  
BASEBOARD/MOLDING: \_\_\_\_\_ FLOOR: \_\_\_\_\_  
FIXTURES: \_\_\_\_\_ DOOR: \_\_\_\_\_  
WINDOWS: \_\_\_\_\_ SCREENS: \_\_\_\_\_  
COVERINGS: \_\_\_\_\_ SILLS: \_\_\_\_\_  
MISC: \_\_\_\_\_

### Utility Room

CEILING: \_\_\_\_\_ WALLS: \_\_\_\_\_  
BASEBOARD/MOLDING: \_\_\_\_\_ FLOOR: \_\_\_\_\_  
FIXTURES: \_\_\_\_\_ DOOR: \_\_\_\_\_  
WINDOW: \_\_\_\_\_ SCREEN: \_\_\_\_\_  
COVERINGS: \_\_\_\_\_ SILLS: \_\_\_\_\_  
CUPBOARDS/DRAWERS: \_\_\_\_\_ WASHER/DRYER: \_\_\_\_\_



**Bathroom (Main)**

CEILING: _____	WALLS: _____
BASEBOARD/MOLDING: _____	FLOOR: _____
FIXTURES: _____	DOOR: _____
FAN/HEAT LAMP: _____	SINK: _____
COUNTER: _____	MIRROR: _____
MEDICINE CHEST: _____	CUPBOARDS/DRAWERS: _____
TUB/SHOWER: _____	SURROUND: _____
TOILET: _____	CAULKING: _____
WINDOW: _____	SCREEN: _____
COVERINGS: _____	SILLS: _____
MISC: _____	

**Bathroom 2 (Primary Room)**

CEILING: _____	WALLS: _____
BASEBOARD/MOLDING: _____	FLOOR: _____
FIXTURES: _____	DOOR: _____
FAN/HEAT LAMP: _____	SINK: _____
COUNTER: _____	MIRROR: _____
MEDICINE CHEST: _____	CUPBOARDS/DRAWERS: _____
TUB/SHOWER: _____	SURROUND: _____
TOILET: _____	CAULKING: _____
WINDOW: _____	SCREEN: _____
COVERINGS: _____	SILLS: _____
MISC: _____	

**Garage**

DOOR: _____	WALLS: _____
SHELVES/STORAGE: _____	FLOOR: _____
FIXTURES: _____	DOOR: _____
WINDOW: _____	SCREEN: _____
GARAGE DOOR: _____	MISC: _____

Please use the back of any of these pages and/or attach another sheet if needed to complete inspection fully.

By signing below, I/we agree that Tenant(s) have carefully inspected the premises and agree that the premises are in a clean and satisfactory condition. All personal property remaining on the premises when Tenant(s) vacate may be disposed of by the Owner/Agent without complying with the requirements of ORS 90.425.

Tenant Signature: _____	Date: _____	Tenant Signature: _____	Date: _____
Tenant Signature: _____	Date: _____	Tenant Signature: _____	Date: _____

**This form MUST be returned to WWPM within 7 days of tenancy!**



# Repair and Maintenance Request

**Tenant(s), please complete with detailed information:**

Note: It is very important to report the request in a timely manner. Please do not wait to turn request in with your rent payments as a delay in reporting could worsen the problem and may cause more damage.

**Prop #:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Tenant(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number(s):** \_\_\_\_\_

**Repair and Maintenance Request(s):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Wild West Property Management, LLC’s repair policy is to restore “essential” services as soon as possible and all non-essential services within seven (7) days. Oregon Landlord/Tenant Statute ORS 90.365 states that “essential” services such as heat, water, electricity, range, and refrigerator must be repaired within seven (7) days, and “non-essential” services within thirty (30) days.  
If damage is due to Tenant(s) fault, neglect, abuse, or misuse, Tenant(s) will be billed for the time and materials.

**Permission to enter unit upon your absence (circle one): YES / NO (excludes emergency)**

Tenant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Useful Information

To avoid unpleasant confrontations, expenses, and/or inconveniences, we want to offer some helpful information:

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### Plumbing

Please do not flush any feminine products, baby wipes or other items not intended to be flushed; **even if they are labeled safe for flushing**. These types of items can and will cause items to become hung up in the plumbing and start further build up. Eventually drains get clogged and can result in sewer backing up and flooding your home. The flushing of excessive quantities of toilet paper or other non-approved materials is strictly prohibited. Tenant(s) may be financially responsible for any damages, clogs or plumbing service calls resulting from misuse.

If you have a clogged or slow to drain toilet, it may be determined that the issue is the responsibility of the Tenant(s). Usually this can be resolved before it causes bigger problems. Please help avoid costly mistakes and big inconveniences.

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### Water Supply Main

Should you need to shut off the water supply in the event of an emergency, please attempt to follow these suggestions, as well as calling the provider of your water services and WWPM:

1. Locate the shut-off valve closest to the fixture. Most fixtures will have an individual shut-off located beneath the fixture. Some appliances, such as washing machines, dishwashers, and refrigerators may have a water shut off switch on the body of the appliance or on the hose connecting the appliance to the wall.
2. Turn the valve clockwise. This will cut off the water to the fixture. Old or dirty valves may be difficult to turn at first.
3. Report immediately to WWPM.

#### **Stopping the Water Supply to the Whole Home:**

1. Identify the main shut off valve. In homes, it may be located near the main water pipe leading into the home. Common locations for this pipe include the kitchen, downstairs, or a utility room.
2. Shut the valve by turning it clockwise. Fixtures or appliances with a reservoir may still have limited usage after cutting off the water. Toilets, for example, usually flush one more time while the supply is cut.
3. Turn on all of the faucets to flush the remaining water in the system. Run your sinks, baths, and showers until the water stops flowing. When water has been bled from the lines completely, turn all of the faucets off. Be sure to also flip the breaker for the hot water heater to prevent it from causing damage.
4. Report immediately to WWPM.

#### **Stopping the Water Supply at the Main Connection for the Whole Property:**

1. Most companies will allow you to access the lot shut off valve if you have a good reason.
  2. Locate the outdoor shut off valve. Look for this box in the area between the street and the house.
  3. Lift off the cover. These covers can be difficult to open by design. A standard screwdriver can be helpful for prying the lid open. You will need a wrench with a long extension to access valves that are deeper.
  4. Look for the valve or small handle. These have two possible types of shut offs that you may encounter:
    - A. Turn a gate valve handle clockwise as far as possible. Make sure the valve is all the way closed so there is no more water flowing into the property.
    - B. Turn a ball valve off by spinning it a quarter of a turn. You may have to make use of a pipe wrench to turn it. When the valve is on, the handle will be aligned with the pipe. When the handle forms an L-shape with the pipe, the water is off.
  5. Be sure to also flip the breaker for the hot water heater to prevent it from causing damage.
  6. Report to WWPM.
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## Well

The home you are renting may use a residential well to provide water for drinking, washing and waste removal.

In the State of Oregon, a well must be capable of producing a minimum of five (5) gallons per minute under normal conditions. This amount can vary depending on season, so if Tenant(s) experience some slowing of water flow, usage should be adjusted and care taken to not run the well dry by using one water source/task at a time.

If the water level drops below the level of the pump, the pump will continue to run, will suck air instead of water, and may burn out requiring replacement. Tenant(s) are responsible for monitoring water usage to ensure this doesn't happen. Should water flow become measurably reduced at any time, Tenant(s) must stop water usage and notify WWPM immediately.

In freezing conditions, Tenant(s) agree to protect pipes from freezing by leaving a light on or using a space heater in the well house as needed.

**If Tenant(s) notice an odd odor or color to water, stop using the system and notify WWPM immediately.**

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## Septic

The home you are renting may utilize a septic system to process waste water from the unit. This information is provided to help Tenant(s) avoid damaging the waste system.

**Only the three (3) P's should go down the waste pipes: pee, poop, paper (toilet paper).**

No food waste - No feminine hygiene products - No "flushable" wipes - No baby wipes - No paper towels - No oil - No grease - No chemicals of any kind - No bleach (Oxi-Clean is an acceptable fabric whitening product that will not damage the system) - No prescription medications - No excessive amounts of toilet paper!

**Water usage is key to septic management.**

Sending too much waste water into the septic system at one time dilutes the beneficial bacteria that helps break down the waste, so space out bathing and laundry activities to avoid diluting the bacteria.

Flushing additives into the septic system to help initiate bacterial breakdown is not necessary and may contribute to the failure of the system. Do not dump sour milk, raw meat or any other substance down the drain in an effort to increase bacteria. The only product that can have a beneficial effect is Rid-X, but it's really not necessary if the rules listed above are followed properly.

**If waste is backing up into the toilet or any drain, stop using the system and notify WWPM immediately.**

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## Garbage Disposal

**Garbage Disposal Operating Instructions:**

1. Remove stopper from sink opening and run strong flow of cold water.
2. Turn on wall switch to start disposal.
3. Slowly insert food waste into disposer and position stopper to minimize possible ejection of material while grinding.
4. After grinding is complete, turn disposer off and run water for at least 15 seconds to flush drain line.

**Do...**

- First turn on a moderate to strong flow of cold water and then turn on the disposer.
- Continue running cold water for 15 seconds after grinding is completed to flush the drain line.
- Grind peelings from citrus fruits to freshen up drain smells.
- Put grease in a jar or can and dispose in the trash, not in disposer.
- Use a disposer cleaner, degreaser or deodorizer as necessary to relieve objectionable odors.



## **Don't...**

- Pour grease or fat down your disposer or any drain. It can build up in pipes and cause drain blockages.
- Grind hard materials such as bones, fruit pits or ice.
- Use hot water when grinding food waste. It is OK to drain hot water into the disposer between grinding periods.
- Fill disposer with a lot of vegetable peels all at once. Instead, turn the water and disposer on first and then feed the peels in gradually.
- Grind extremely fibrous materials like corn husks, artichokes, etc. to avoid possible drain blockage.
- Turn off disposer until grinding is completed and only sound of motor and water is heard.
- Don't be alarmed if a brown discoloration appears on the face of the grinding disc. This is normal. It is surface discoloration and will not affect the life or performance of the disposer.

## **User-Maintenance Instructions:**

Over time, food particles may accumulate in the grind chamber and baffle. An odor from the disposer is usually a sign of grease and food build-up, caused by insufficient water flow during and after disposer use.

### **To Clean Disposer:**

1. Turn off disposer and disconnect power supply.
2. Reach through sink opening and clean underside of splash baffle and inside upper lip of grind chamber with scouring pad.
3. Place stopper in sink opening and fill sink halfway with warm water.
4. Mix 1/4 cup baking soda with water. Turn disposer on and remove stopper from sink at same time to wash away loose particles.

### **Releasing Disposer Jam:**

If motor stops while disposer is operating, disposer may be jammed. To release jam:

1. Turn off disposer and water.
2. Insert one end of self-service wrench or allen wrench into center hole on bottom of disposer. Work wrench back and forth until it turns one full revolution. Remove wrench.
3. Reach into disposer with tongs and remove object(s). Allow motor to cool for 3-5 minutes, then lightly push red reset button on disposer bottom. If motor remains inoperative, check service panel for tripped circuit breakers or blown fuses.

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## **Air Conditioning**

The following information is regarding the installation and use of portable cooling devices.

**“Extreme Heat Event”** means a day on which the National Weather Service (NWS) of the National Oceanic and Atmospheric Administration has predicted or indicated that there exists a heat index of extreme caution for the county in which you reside. Information regarding days with an Extreme Heat Event can be found by visiting your local NWS website.

**“Air Conditioner”** refers to any portable cooling divide, including self-contained removable Air Conditioners and evaporative coolers freestanding or window mounted; but not including devices where the installation or use requires alteration to the dwelling unit.

### **Restrictions on Installation and Use:**

Tenant(s) shall not install or use any Air Conditioner that would:

1. Violate building codes or state or federal law.
2. Violate the device manufacturer's written safety guidelines for the device.
3. Damage the premises or render the premises uninhabitable.
4. Require amperage to power the device that cannot be accommodated by the power service to the building, dwelling unit, or electrical circuit.
5. Utilize a permanent utility connection (i.e., hard-wired or plumbed).



6. Interfere with the ability to lock a window that is accessible from the outside.
7. Be installed in any window necessary for your egress from the dwelling unit.
8. Require the use of brackets or other hardware that would damage or void the warranty of the window or frame.
9. Puncture the envelope of the building or otherwise cause significant damage, including removal of or damage to historical architectural features.

#### **Additional Installation Requirements:**

1. The device must be installed in a manner that prevents risk of falling.
2. The device must allow adequate drainage or wastewater control systems to prevent damage to the dwelling unit or building.
3. The device:
  - A. Is subject to inspection or servicing by Owner/Agent
  - B. Must be removed from October 1 through April 30 of each year.

#### **Liability**

1. Tenant(s) are solely responsible for all costs associated with the proper installation, removal and operation of the Air Conditioner.
2. Tenant(s) are fully responsible for any damage caused by the Air Conditioner.
3. Owner/Agent is immune from liability for damages, injury and/or death caused by an Air Conditioner installed by the Tenant(s).
4. Owner/Agent is not responsible for any interruption in electrical service that is not caused by the Owner/Agent, including, but not limited to electrical overload.

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## **Furnace Filter**

If you have a home with a furnace, your filter will need periodic cleaning to remove dirt, dust, and other debris. Replacement filters are available to purchase online or at hardware stores.

#### **Removing the Filter:**

1. Turn off the furnace. Never remove a furnace filter while the furnace is running. Make sure to switch the furnace off before you begin. There is usually a handle somewhere near the furnace that can be switched. If you are unsure, Google the furnace for more detail.
2. Locate the filter. Inside the furnace, you should see a filter. Usually, the filter is either just inside the furnace or just inside the air vent. The filter should have an arrow on it indicating airflow direction.
3. Mark the direction of airflow. Before you remove the filter, use a sharpie to draw an arrow pointing in the direction of airflow somewhere on or near the furnace to ensure you reinsert the filter in the right direction.
4. Remove the filter. Once you've located the filter, you can remove it. You should not need any special tools. Simply grab the filter with your fingers and slide it out of place.
5. Insert the new filter. Ensure the filter is installed in the right direction (see 3).

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## **Pilot Light**

Many houses have gas furnaces and/or appliances. Although newer gas furnaces, boilers, and appliances have electronic starters, there are many older models in service that need to be manually lit.

#### **How to Light a Pilot Light (Natural Gas Appliances/Furnaces):**

1. Check your heating device or appliances for specific instructions. Some older models have lighting instructions on a sticker or next to the door. If this is the case, follow those directions precisely.
2. Turn the gas control valve to "off" and check any surrounding gas appliances for unlit pilots and turn off their gas control valves as well if the pilots are not out. Wait 5 - 10 minutes for all remaining gas fumes to dissipate. If the smell of gas persists or gets worse, call for help. Do not do anything that can cause a spark.



3. Remove the cover or open the door to your furnace if no gas is present. This cover is usually below the gas control knob.
4. Use a flashlight to find the pilot light tube inside.
5. Use a long lighter and hold it next to the light tube while turning the gas control knob to “pilot”.
6. Press the reset switch or lever and light the tube. Your reset switch can be a red button or lever. Hold the switch for one (1) minute after the tube lights.
7. If the pilot does not stay lit, repeat the instructions 1 - 2 more times. If the pilot still does not stay lit, report to WWPM.

### **Newer Furnace:**

1. Set your thermostat on your furnace to the lowest setting and turn off all electronic power to it.
2. Remove the front panel to reach the main gas valve.
3. Turn the external gas knob clockwise to the “OFF” position. Alternatively, you can use the toggle switch next to the main valve to switch to “OFF”.
4. Allow 5 - 10 minutes for remaining gas to vent. You can open a window or door to force the gas out. If you smell gas, call your gas provider for help.
5. Turn the gas knob counter-clockwise to the “ON” position or, if you used the toggle switch, flip that back to “ON”.
6. Put back the front panel and turn on the power to the furnace or boiler.
7. Set your thermostat to the desired setting. Within 15 - 20 seconds, the main burners should come on.

### **Older Range and/or Oven:**

1. Refer to the manual or online instructions if available.
2. Remove the broiler or vanity cover at the bottom of the range.
3. Hold a match over the thermocouple for 15 - 20 seconds.
4. Relight your pilot with a match.

### **Newer Stoves and Ovens:**

1. If your range has a “light” setting on your knobs, you have an automatic pilot system. There is no pilot for you to light. If your stove fails to ignite after several attempts, report to WWPM.

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## **Fireplace, Pellet Stove and Wood Stove**

### **Use of Wood-Burning Fireplaces and Stoves:**

- Open damper fully when starting a fire. Close damper as needed once fire is established and retains heat.
- Do not use accelerants to start fires. Use minimal amount of newspaper and kindling as needed.
- Only burn dry, seasoned wood.
- Do not burn trash, pallets, paper, plastic, junk mail or household items at any time.
- Do not let ashes build up in the firebox.
- Do not chop wood on hearth.

The system will be cleaned annually, to be scheduled with the Tenant(s). If any component of the fireplace or wood stove is not functioning properly, Tenant(s) shall stop using the system and notify WWPM immediately.

### **Use of Pellet Stoves:**

- Follow manufacturer’s instructions carefully.
- Buy quality pellets.
- Store pellets properly away from water and soil.
- Only burn clean, dry pellets.

### **Fire Safety:**

- Do not leave fires unattended.
- Keep spark screens in place at all times when burning to prevent embers from exiting the firebox.
- Keep pets and children away from the system at all times.



- Clean ashes regularly and dispose of safely by placing ashes in a metal container. Set outside for 48 hours before disposal to ensure all embers are extinguished.
- Firewood must be stored at least two (2) feet from residence to avoid pest infestations and damage to siding.
- No rotting firewood may be stored on the property at any time.

**Damage caused by failure to abide by these instructions will result in charges for repair(s) to be billed to Tenant(s).**

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## **Breakers, GFI/GFCI and Heaters**

How to Reset a Breaker, GFI/GFCI and Cadet Heaters - Loss of Power to a Circuit or Appliance

### **For loss of power to a light or plug in circuit:**

1. Check to determine if there is a GFI/GFCI breaker on one of the plugs and try resetting it by pressing the reset button until it snaps in. Then check to see if the circuit is working. Please check as many breakers as possible, by pressing the reset button as we are unsure how the home was wired.

**2. If this does not reset the breaker:** check the breaker box to determine if a breaker needs to be reset or a fuse replaced. Reset breaker or replace the bad fuse - Note: always replace fuses with the same AMP.

3. If the circuit also has a GFI/GFCI on it, you may need to reset it again after resetting the circuit breaker.

4. Reduce the number of items you have plugged into a circuit. If you exceed the load of the circuit, it will continue to have the breaker or GFI/GFCI flip off or burn out fuses.

### **For loss of power to an appliance, electric heat or electric water heater:**

1. Check in the breaker or fuse box to determine if the breakers need resetting or fuses replaced.

2. Appliances, electric heaters and electric water heaters typically involve two breakers next to each other in the panel. Both will need to be reset.

3. Digital/Electronic Thermostats: Check/Change batteries in thermostat housing if not working or no display.

**Breaker Box** - a metal panel located in or outside your home that has a series of breakers/switches for shutting on and off the electrical circuit.

**Resetting a Flipped Breaker** - Breakers have three positions: On - Off - Flipped.

**Fuse Box** - on older homes, there may be a fuse both rather than a breaker box. Fuses typically screw into the panel and have a glass window so you can determine if it is burned out or not. You can not reset a fuse, they need to be replaced. If you have a fuse box, it's a good idea to keep a spare of each fuse.

**Cadet Heaters** - Cadet Heaters have a reset button on each individual unit. Tenants are allowed to remove the "face" of the cadet heater to get to the reset button properly. Press and hold the reset button for about five (5) seconds, then replace the "face" of the heater back onto the unit.

If you are unable to find a solution, please notify WWPM and we will arrange to have the system checked. Be aware though: **if you are simply overloading a circuit, you may be held responsible for the cost of the service call/repair.**