



Thank you for being tenants of American Edge Real Estate, Inc! We are very happy to be your property management company of choice and we appreciate your business. We look forward to serving you and hope you enjoy your time in your home. Please review the below tips and best practices and put them into place! This will help everyone have a positive experience. Enjoy your stay!

- **Helpful Contact Information:**

- **XCEL Energy:** (800) 895-4999
 - We have already set up XCEL Energy in your name, but you can call this number for questions on your account.
- **City of Menomonie Water Department:** (715) 232-2221
 - Water/sewer bills are mailed out 4 times each year (January, April, July, October).
 - If you receive a blue colored bill, you pay it directly to the City of Menomonie.
 - If American Edge sends you your water bill, this will be billed through Yardi/Rent Café.
- **Murtha Sanitation (trash service):** 715-684-3700
- **GFL (trash service):** (715) 235-9511
- There are other trash companies to consider as well.

- **Check-In Rider Information:**

- Please fill out your check-in rider and return it to the American Edge office no later than eight (8) days from the start of your lease.
- The check-in rider is not a work order and we do not do repairs based off it. It is for informational purposes only.
- Please use high amounts of detail when filling it out. This will help us know the condition of the rental when you moved in and will ensure you don't get charged for pre-existing issues when you move out.

- **How To Set Up Online Rent Payments:**

- Go to www.americanedge.com
- Click "Online Payments"
- Click "Click Here to Register"
- You can search for your property address and proceed setting up your Rent Café account.

Helpful Rental Practices

- **Renters Insurance:**

- While not required at this time, we strongly recommend getting renter's insurance. It can protect you in case of emergencies, theft, etc. Please look into renters insurance and consider getting it. You can obtain renter's insurance through Rent Cafe (called Resident Shield).

- **Regular Cleaning:**

- Daily: Tidy up common areas, wash dishes, wipe kitchen counters.
- Weekly: Vacuum carpets, mop floors, clean bathrooms, dust surfaces.
- Monthly: Clean windows, appliances, and baseboards.

- **Waste Management:**

- Dispose of trash regularly.
- Recycle according to local guidelines.
- Avoid letting food waste accumulate to prevent pests.
- Take large items to the Menomonie Dump to avoid cluttering lawns and common areas.

- **Laundry Care (if applicable):**

- Clean lint traps in dryers before every use to prevent fires.
- Avoid overloading washing machines and dryers.
- Keep the washer, dryer, and laundry area clean!
- Do not throw overly soiled garments into the washer or dryer. Pre-clean them.
- Follow the manufacturer's guidelines for appliance use.

- **Maintenance:**
 - Report any damages or maintenance issues promptly to the landlord.
 - Do not flush anything other than toilet paper down the toilet.
 - Do not pour grease or put food down sink drains.
 - Clean hair out of sink and tub/shower drains regularly.
 - Replace light bulbs and batteries in smoke detectors as needed.
 - Clean and replace air filters regularly.

- **Pest Control:**
 - Store food in sealed containers.
 - Clean up spills and crumbs immediately.
 - Use pest control measures as needed and notify the landlord if infestations occur.

- **Organization:**
 - Keep personal belongings organized and stored properly.
 - Avoid clutter in common areas.
 - Regularly declutter and donate or discard items no longer needed.

- **Safety:**
 - Ensure smoke detectors and carbon monoxide detectors are functioning.
 - Keep emergency exits clear.
 - Store hazardous materials safely and out of reach of children.
 - No flammable fuels stored inside the home or garage.

- **Respect for Property:**
 - Avoid causing damage to walls, floors, and fixtures.
 - Do not use adhesive hanging devices such as command strips. Use a small tack or small nail instead.
 - Do not patch nail holes when you end your lease, we will take care of it.
 - Use furniture pads to prevent scratches on floors.
 - Follow any specific rules set by the landlord or property management.

- **Pet Care (if applicable):**
 - Clean up after pets regularly.
 - Prevent pets from causing damage to the property.
 - Follow any pet policies outlined in the lease agreement.

- **Lawn and Outdoor Spaces (if applicable):**
 - Mow lawns and outdoor areas according to lease agreements (at a minimum every other week in the summer).
 - Shovel sidewalks and driveways after each snow fall in accordance with your lease.
 - Avoid overloading balconies or patios with heavy items.
 - Indoor furniture cannot be placed outside permanently.

- **Energy Efficiency:**
 - Turn off lights and appliances when not in use.
 - Use energy-efficient light bulbs and appliances.
 - Report any issues with heating or cooling systems to the landlord.

- **Respect for Neighbors:**
 - Keep noise levels reasonable, especially during quiet hours (10pm to 7am).
 - Respect shared spaces and clean up after yourself in common areas.
 - Communicate any concerns or issues with neighbors politely.

Following these practices can help maintain a clean, safe, and pleasant living environment for everyone in the household. Thank you!