



205 Barnwell Avenue, NW
Suite 204, Aiken, SC 29801

**IMPORTANT INFORMATION AND
REMINDERS TO NEW TENANTS**

If your phone number or email address changes please call the property manager (803-643-0104) immediately so that we can update your file in case we have to contact you for any reason.

If you haven't already done so, this is a reminder to turn all utilities on in your name (electric, gas, water, etc). The attached document will give you the telephone numbers to help with this process.

We hope that you will enjoy your new home and please call the office if we can be of assistance to you.

Debbi Fine/Cherie Spivey
Property Manager

PLEASE READ BELOW, THIS IS IMPORTANT AND USEFUL INFORMATION FOR ALL NEW TENANTS.

There will be times when you need to contact the office for “in home” repairs or service. To distinguish between an emergency and a general repair, I am giving you some guidelines to make the right decision. The Property Management Office is open Monday to Friday from 9am to 5pm, HOWEVER, please call ahead of time to be sure that I am not out of the office showing property or on business.

WHAT IS AN EMERGENCY? An emergency constitutes NO HEAT, NO AIR CONDITIONING OR RUNNING WATER **ONLY**. If you have any of these problems over the weekend, leave a message on my cell as I checked messages regularly and will return your call as quickly as possible. If you call a service company to correct any issue, YOU WILL PAY FOR THE SERVICE CALL. If you have any other problem that requires a service call which is not listed above, please call the office on Monday morning and I will address your concerns at that time.

DO'S & DON'TS

TOILETS: I know that this is a common sense reminder, however, do not throw ANYTHING down the commode. If a service company unclogs the commode because it is not flushing properly or has a clogged pipe due to toys, personal hygiene products, paper products of any kind, baby wipes, unusual amounts of toilet paper, etc., YOU WILL BE BILLED FOR THE SERVICE CALL.

KITCHEN DISPOSAL: Be sure that no cutlery falls in to the disposal. If your disposal stops working BE YOU CALL THE OFFICE, check that there is no foreign matter in the disposal; make sure that the breaker hasn't shut off (if it has - try to re-start it). With the breaker OFF, you can also take an Allen wrench, placing it in to the slot under your disposal to “unlock” it. If the disposal still will not rotate, call the office. Again, if the service company finds any foreign material in your disposal which has caused the disposal not to work correctly, have become un-repairable or is broken, you, the tenant will be responsible for replacement of the disposal.

SMOKE DETECTORS: CAN SAVE YOUR LIFE! Please check and replace batteries in your smoke detectors regularly, especially if you hear them beeping (this means your smoke detector is not working). If you have broken or non-working detectors when you move in to your home, call the office.

AIR CONDITIONER/FILTERS: It is the tenant's responsibility to replace the filters once a month. This not only keeps your home cleaner from dust particles, it will help with your utility bill as well! This is most important during the spring when we go through the heavy pollution period. Clean filters will help to lengthen the staying power of the system as a whole. If you're A/C does not work properly and you call us for a repair, please be aware that if the service company does not find anything wrong with the unit or clogged filters are the cause of the problem, you, the tenant will be responsible for the service call.

Remember, when we experience very high heat during the summer, your unit will struggle to keep your home (reasonably) cool. If the filters are not clean or if the unit is not working properly or if it is above 90 degrees outside, you should not expect the temperature in the home to come down to below 78 degrees! (This is useful information from service companies).

GUTTERS: If you have gutters on your home, do keep them clear of debris. This prevents water backing up in the gutters and seeping through in to the house and causing costly damage.

Also remember, at the time of your exit inspection, all gutters are to be cleaned out by the tenant as part of their exit inspection. If gutters have not been cleaned out, a portion of your security deposit will be retained to have them professionally cleaned.

NEWCOMERS INFORMATION

- Newcomers to SC have 90 days to apply for a driver's license with a valid out-of-state driver license. Only an eye exam is required. For more information, contact the SC Dept of Public Safety at scdmvonline.com or one of the local offices listed below.
- The DMV Office is located at 1755 Richland Avenue @ 641-7752 and they are open from Monday-Friday 8:30am to 5pm.
- North Augusta Office at 1913 Ascauga Lake Road @ 279-6659. FYI: If you are a permanent resident but not a US citizen yet, you must use THIS OFFICE, NOT THE ONE IN AIKEN. Bring your residency card with you.
- Military personnel may operate a valid driver's license from their home state.
- Newcomers have 45 days to purchase South Carolina license tags from the offices listed above. You will need to fill out Form 400.
- Before applying for your new tags, please pay your property tax for the vehicle at the Aiken County Administration Office located at 828 Richland Avenue West - 642-2012.

City of Aiken – Main switchboard – 251 Laurens St, NW – 642-7600
Aiken County Tax Office –1930 University Pkwy - 642-2081
Aiken County Library- 341 Chesterfield St – 642-2020
Aiken Chamber of Commerce – 121 Richland Ave East – 641-1111 or
www.aikenchamber.net
Aiken Information – www.aiken.net
Aiken Hospital – 202 University Parkway – Main #641-5000
Emergency Services – 911
Non Emergency – 642-1624
Voter Registration Office – 916 Vaucluse Rd, Aiken – 642-2030
SC Highway Patrol – 641-7655
Poison Control – 648-7000
Aiken Bus Station – 153 Pendleton St (downtown) – 648-6894
Ask A Nurse – 1-706-737-8423

South Carolina Electric & Gas (SCE&G) 800-251-7234

2551 Jefferson Davis Hwy Warrentonville, SC 29851

www.sceg.com/en

For NEW service, either \$150.00 deposit or an acceptable letter of credit is required from previous utility. An acceptable letter of credit shows no late payments within the last 12 months of service. If a deposit is required, the deposit plus interest will be credited to a customer's account after paying for their bill on time consecutively for 12 months.

Applications can be made by phone. A Social Security number and a valid driver's license are required for identification. If gas is to be turned on, a responsible person must be at home, if electric service is required (only) and no one is home, make sure the circuit breaker is in the OFF Position.

Aiken Electric & Gas (803)649-6245

2790 Wagener Rd, Aiken, SC 29801

www.aikenco-op.org or www.memberservices@aikenco-op.org

For NEW service, a deposit will be required unless an acceptable letter of credit from another utility reflecting the last 12 months or a satisfactory credit check is done. Deposits are returned upon request after one (1) year of service with no late payments. A \$10 membership fee is required on both rental and purchased property. Membership fees are non-refundable until you no longer receive electric service from the Cooperative. Identification: Social Security number and a current driver's license or picture ID.

TRASH SERVICE

City of Aiken (803)642-7603 (included in the water bill)
Tyler Sanitation (803)648-6714

Water Service (City of Aiken)

803-642-7603

135 Laurens Street, SW. Aiken, SC 29801

Water Service for

New Ellenton Public Works		(803)652-2862
North Augusta		(803)441-4212
Breezy Hill Water (Graniteville)		(803)663-6455
Montmorenci Water District		(803)648-9920
Valley Public Service Authority		(803)593-2053
Collage Acres Public Works		(803)649-5619
Beech Island Water	www.biwater.org	(803)827-1004

TV/Satellite/Cable Providers

Atlantic Broadband	www.atlanticbb.com	(888)301-8649
--------------------	--	---------------

Newspapers

The Aiken Standard	www.aikenstandard.com	(803)648-2311
The Augusta Chronicle	www.chronicle.augusta.com	(803)648-1394

Transportation

Aiken Municipal Airport		(803)648-7803
Augusta Regional Airport		(706)798-3236
Aiken County Transit System- buses		(803)648-6493

School Registration

Aiken County		(803)641-2848
--------------	--	---------------