

**Welcome to our community!**

**SPACE (#)**

**Important numbers**

**Mobile home park office:** (PHONE #)

**Telephone new service:** 1-800-244-1111    **Problems:** 1-800-573-1311

**Utilities:** (NAME OF COMPANY AND PHONE #)    **Office:** (ADDRESS)

**Cable TV:** (NAME OF COMPANY AND PHONE #)    **Office:** (ADDRESS)

**Satellite TV:** Dishes must be mounted at the roof line. Absolutely NO dishes mounted lower!!

**Mail service:** (INSTRUCTIONS)

**Motor Vehicle Department:** (ADDRESS)

**Trash dumpster** for your area (GIVE LOCATION).

**Your new home:**

**The main electrical shutoff** for your home is (GIVE LOCATION). Restore service by flipping the circuit breaker switch back and forth once.

**The main gas shutoff** for your home is (GIVE LOCATION). Shut off the gas by turning the valve 90 degrees, that is, so it crosses the direction of the supply line.

**If you smell gas** please follow these procedures:

**GAS SMELL OUTSIDE THE BUILDING**

1. Immediately notify the office at PHONE #
2. **DO NOT** attempt to turn off or correct a leaking gas problem.

**GAS SMELL INSIDE A BUILDING**

1. **LEAVE THE BUILDING IMMEDIATELY.**
2. Go to the park office or call from a neighbor's house.
3. **DO NOT** turn any electrical switches ON or OFF.
4. **DO NOT** use matches, lighters, or any gas or electrical appliances.
5. **DO NOT** use any telephones or cell phones inside the building. If you are on the phone, do not hang it up and risk an incoming call.
6. **DO NOT** open or close windows or shut the front door.

**The main water shutoff** for your home is (GIVE LOCATION). You may be able to shut off the water to an individual faucet by turning off the supply valve below the sink or toilet (behind the panels for your tub or shower). If hot water is leaking anywhere, shut off the valve on the **hot water heater located behind the compartment door** (GIVE LOCATION).

**Whenever water rises in the toilet bowl**, quickly take off the top of the tank and hold the float up. This will stop the flow of water until you can turn it off at the bottom of the bowl. Do not try flushing the toilet again. Use a plunger first. Do not flush feminine napkins, paper diapers, or paper towels down the toilet. They may disappear from the toilet bowl, but could cause a sewer pipe clog and **that will cost you money.**

**Do not attempt to hang anything from the ceiling.** Use only small nails to hang pictures on the walls and be sure to remove them and spackle the holes when you move. You will be charged if we have to repair nail holes.

**Whenever you wish to remove storm windows or screens**, please ask how to do it properly. We will be happy to show you.

**Light bulbs** in ceiling fixtures are 60 watt. Please do not use higher watt bulbs as they scorch the ceiling and could cause a fire.

**Air conditioning** is by swamp cooler. For proper operation, you will need to open a window in your home while the cooler is running. *(CUSTOMIZE FOR YOUR SITUATION).*

**Your heater and air conditioner** are serviced by the management. Please report any problems to the office. **DO NOT REMOVE THE COVER TO THE HEATER EXCEPT TO CLEAN. BE SURE TO REPLACE IT. CARBON MONOXIDE POISONING IS A DANGER.**

**Yard care** is your responsibility. Your yard is watered with automatic sprinklers. Please check your lawn and tree to make sure they are being watered properly. Report any problems with the watering system to the office. Management arranges for mowing and weedeating in the summer months. You will be billed for this service. The park management will fertilize lawns at the appropriate time. **Please do not use any chemical weed killers in your lot.** In our desert climate, anything left on your lawn, such as kiddie pools or hoses, can kill the grass in an afternoon. Please clear your lawn of any objects during the hot part of the day. *(CUSTOMIZE FOR YOUR SITUATION).*

We are pleased to welcome you as a resident at *(BUSINESS NAME)*. We hope you will enjoy your new home here.

*(NAMES OF OWNERS OR RENTAL AGENT)*