

Bluegrass Commons, LLC  
P.O. Box 481  
London, KY 40743-0481

859-252-5858  
[www.bluegrassrentals.net](http://www.bluegrassrentals.net)  
[bluegrassrentals@gmail.com](mailto:bluegrassrentals@gmail.com)

## Move-in Information

Kentucky Utilities: 800-981-0600 (must have electric transferred into your name prior to your move in date—call at least TWO days prior to move)  
Columbia Gas: 800-432-9345 (must have gas transferred into your name at least one day prior to your move in date —only applicable to tenants of 145 Virginia Avenue)

### MAINTENANCE REQUESTS

All maintenance matters should be requested through phone (859-252-5858) or e-mail: [bluegrassrentals@gmail.com](mailto:bluegrassrentals@gmail.com) . Alternatively, you may call our maintenance staff directly at 859-494-8075, but the former method is preferred so that management is in the loop regarding maintenance issues.

#### Plumbing

Never.....we repeat, NEVER use Drano or any kind of liquid clog remover—taking such action will most likely not solve your problem, but will certainly do one thing.....damage / eat away at our pipes....not a good thing!

#### Water leaks

Please report any leaks to us right away. A small leak might not seem like a big deal to you, but don't ignore it. Leaking / running water equals money leaking out of our pocket and eventually leads to higher rents for everybody. Leaking toilets are particularly troublesome—it only takes one bad toilet to rocket our water bills into the stratosphere.

### CABLE TV / INTERNET

Your condo should be cable TV & internet ready upon move in. Time Warner Cable equipment is to remain with the condo. If the previous tenant departed with any necessary cable TV / internet gear, please notify us immediately. If you have any technical difficulties, then please call Time Warner Cable @ 859-514-1400. When calling tech support, please make it clear that you are in a “*bulk complex*” and the condo association provides the Internet. *Please add the letter “D” to the end of your condo unit when talking to Time Warner Cable (Example: 101 = 101D).* If you want to upgrade your services (a DVR for example), then call Time Warner Cable and such services will be set up via an account separate from the account of the condo association. You will be billed only for those upgraded services & you will be responsible for returning the equipment related to the upgrade—basic equipment, however, stays with the condo!

### PARKING

Parking spaces at Bluegrass Commons are numbered. Each condo is allotted only ONE parking space. You will be assigned a parking permit tag that displays a number corresponding to your designated parking space. This tag must be hung from your rearview mirror. If you park in a space that is not your designated space, then you run the risk of being towed. If somebody has parked in your designated space, then please call Bluegrass Towing @ 859-233-9711. To have someone towed from your designated space, you will need to show your hanging tag that corresponds with the number on your space. To obtain your hanging permit tag, call 859-252-5858.

### MAIL

Mailboxes are located in the front breezeway between apartments 106 & 107. To obtain your mailbox key, call 859-252-5858 or 859-494-8075

### PEST SPRAYING

We have periodic pest sprays on the interior of the units. Building 145 has a monthly pest spray the 1<sup>st</sup> Thursday of every month. Building 145 tenants will not receive a notice unless the spraying is postponed. Building 165 has quarterly spraying and you should receive a notice on your door from the pest-control company. If you experience any insect issues, please contact us right away

### HVAC filters

Building 145 tenants are responsible for changing filters every 60 days. Building 165 tenants are responsible for washing filters every 30 days.

### TRASH

All trash must be taken to the dumpster immediately. You will be charged a fee if you are ever caught or reported with trash outside your door.

### RENT PAYMENTS

Payment is to be made to “Bluegrass Commons, LLC” and may be made by mailing check to P.O. Box 481, London, KY 40743-0481. Per your lease agreement, rent must be in our hands or postmarked by the 1<sup>st</sup> of each month or it is considered late. There is no grace period of any kind. Please remember to write your apartment # on the check.

Alternatively, you may also you may drop by our bank personally and deposit rent into our business account: Bank of Lexington, 761 Corporate Drive, Lexington, KY 40513. BOL is located on the left off Harrodsburg Road just beyond New Circle Road when traveling away from downtown. It is a two-story silver building at the foot of a very tall building with the “Bank of Lexington” sign at the top. Our checking account is titled “Bluegrass Commons, LLC” and the account # is 200-5360. If you choose to personally deposit rent, it is absolutely crucial that you handwrite your name and apartment # on the deposit ticket at the teller window. Do not rely on the teller to do this for you—you MUST do this yourself. Having your name and apartment # on the ticket allows us, via online banking, to see from whom the money came so we can issue proper credit.