

Winter 2017 Tenant Newsletter

WELCOME 2017!

We hope that everyone had a wonderful holiday season and the New Year is off to a great start!



RENT INCREASE



Depending on your initial lease agreement, some tenants rent will increase starting February 1st, 2017! You will receive a letter with your new rent payment amount prior to February 1st, 2017. Tenants rent is still due the 10th of every month. A \$250.00 late fee will be issued if the rent payment is received after the 10th of the month.

SEASONAL MAINTENANCE TIPS

As we enter the cold weather season, please remember when you close up shop for the night, to keep your thermostat around 65 degrees. This will allow your heat to rise much quicker as you begin to open for business the next day. Saving money by turning your heat down in the winter is just not a good idea. I wish I could say turn your heat down, but we have the cold Winter weather here in



Check out
our website!

www.nelsoncos.com

MONTHLY SALE REPORTS



Per your lease agreement, you are required to submit your quarterly sale reports. All 2016 monthly sale reports are due! If we have contacted you about any missing sale reports for 2016, please send yours in as soon as possible.

PROPERTY MAINTENANCE

Your HVAC (Heating, Ventilation and Air Conditioning) systems air filters should be changed not when they're dirty but on frequently planned intervals. During peak seasons (summer and winter) your system is working much harder and therefore your air filter will need to be checked and replaced more often. Per your lease tenants are required to change their filters. We will be starting a new maintenance check up routine and will send out further information soon. Please be prepared!



REMINDER

Please remember that your rent is due at the beginning of each month. Tenant's rent becomes late after the 10th of the month. If your rent is late, we will have to issue you a \$250.00 late fee!



COVENTRY
COMMONS
SHOPPING CENTER



NELSON PROPERTIES
INCORPORATED

6960 Orchard Lake Rd, Suite 307
West Bloomfield, MI 48322
P: (248)539-9020
F: (248)539-8974

Senior Vice President
Susie Wojtowicz, CPM®AMO®
P: (248)539-9020 ext. 315
C: (248)660-6443
swojtowicz@nelsoncos.com

Executive Administrator
Victoria Pollard
P: (248)539-9020 ext. 310
F: (248)539-8974
vpollard@nelsoncos.com

Maintenance Supervisor
Jim Cartier
C: (248)762-0318
F: (248)879-7291

After Hours Emergency
Jim Cartier
C: (248)762-0318
Susie Wojtowicz
C: (248)660-6443

