

# Tenant Network

## Spring 2019



### CERTIFICATE OF OCCUPANCY

We would like to remind our tenants that their leased premises must have a valid Certificate of Occupancy posted or on hand at all times. During refinancing a property, lenders often request and do inspections to verify your Certificate of Occupancy is valid and on hand at anytime.

### ACCIDENT REPORTS

If there is ever an accident on-site, please fill out the "Liability Accident Notice" form and send a copy to our office. The one page form documents any information needed to follow-up on an incident and includes accident descriptions and witness statements. This information is vital to have on file when insurance companies request it.



[Click here](#) to download form.

### EMAIL CONTACTS

Please make sure our office has a valid email contact on file for news and updates! Accurate tenant contact information is necessary for successful communication between our office and tenants at properties we manage.

### HVAC PREVENTATIVE MAINTENANCE

Spring has officially begun!

If you haven't had your HVAC system serviced for the upcoming spring and summer weather, now is the perfect time to do some maintenance. It is important because it can help avoid a system failure in severe weather when you need it most, and it can also keep your energy bill from getting out of control.



Per your lease tenants are required to make sure their HVAC systems are working properly and the filters are replaced. Be sure to always provide us with a copy of your maintenance report to so that you're in compliance with your lease. You may fax or email it to our office.

If you would like us to set up a preventative maintenance plan for you, please contact us. The company we utilize will bill our office directly and provide us with a copy of the maintenance report. Hassle free for you!

### CUT YOUR COSTS, INCREASE YOUR PROFITS

No matter your business, there are opportunities to save on your monthly energy bill. DTE has recommendations on how to lower your expenses on appliances, electronics, HVAC and lighting.

Check out [Tips for Businesses](#) on the DTE website.

### 2019 QUARTERLY SALE REPORTS



Per some of your lease agreements, you are required to submit your quarterly sale reports. All 2019 January, February & March monthly sale reports are due! If you have not submitted your sale reports yet, please fax or email them to our office as soon as possible.

[Click Here](#) to download the PDF form.

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Fax: (248) 539-8974  
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Jim Cartier  
C: (248)762-0318



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- What would you like to see in the Tenant Network newsletter? ●  
If you have any ideas or suggestions, please let us know!

# Emergency Situations

\*ALWAYS CALL 911 FOR ANY LIFE-THREATENING EMERGENCY.

## Natural Gas Emergency

Natural gas leaks are dangerous. It's important that you know how to recognize and report a gas emergency. Natural gas is odorless and colorless. A harmless substance is added to it so that it smells like rotten eggs, thereby making it easier to detect a natural gas leak.

What you should do if you smell or suspect a natural gas leak;

1. Leave the area at once. If inside, open doors and windows on the way out.
2. Go to an outside location where you can no longer smell natural gas.
3. Call the DTE natural gas leak hotline at: (800) 947-5000 to report the situation.



**Natural Gas  
Emergency or Leak**  
800.947.5000

## Electrical Emergency

Extreme weather like high winds, heavy ice and severe storms can damage power lines or bring them down entirely.

If you suspect wire-damage or see a downed wire...  
Call DTE immediately at (800) 477-4747 in all cases.



**DTE Energy  
Customer Service**  
800.477.4747

## After Hours Emergency

Please call Jim Cartier at... (248) 762-0318  
or Susie Wojtowicz at... (248) 660-6443



**NELSON PROPERTIES  
INCORPORATED**



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Did you know we hold an AMO accreditation?  
Don't know what an AMO is? Click the logo below to find out more!

