

TURN-KEY MANAGEMENT, REALTORS
997 N. MARKET ST., SUITE 4
TROY, OHIO 45373
(937)-335-7176

Dear Resident,

This letter is to advise you of our after hours emergency number **(800)-454-2081**. As a resident you may call this after hours phone number in the event of an emergency at times when the office is closed. You may use this phone number only in the event of an emergency and when the office is closed. Situations, which we consider to be an emergency, are, anything that would cause your dwelling to become uninhabitable or if left unreported would cause more damage to the property.

Some examples of these situations are:

- Water Leaks
- Loss of Heat in extreme weather conditions
- Loss of Air Conditioning in a medical emergency in extreme weather conditions
- Loss of Electric

Prior to calling 800 Number, check breaker box to insure circuits are on.

Check to make sure the power outage is not your whole neighborhood and if so report to Electric Company

- Water Leaks
Shut off all water valves. Main valve if you know where it is located.
Clean up water spills. If water continues, notify our office.
- Fire or Natural Disaster

Some examples of situations, which we don't consider to be an emergency are:

- Residents becoming locked out after office hours (After office hours please call a locksmith)
- Inquiries regarding rent or lease information
- Loud disturbances (Please contact the police)

We have obtained this after-hours emergency phone number to better serve our residents.

Please use discretion when calling the 800 Number.