

## Welcome to Casa Dea Apartments

**Office Address:** 660 N. 200 E., Provo, Utah, 84606

**Email:** [casadea660@gmail.com](mailto:casadea660@gmail.com)

**Phone:** (385) 265-1005 (Call or Text)

**Website:** [goldengatemanagement.org](http://goldengatemanagement.org)

**Emergency Maintenance Number:** (801) 369-2890

1. **Rent:** You will receive invoices via email. Payments are due on the 1<sup>st</sup> day of the month. Please pay through the online portal at [goldengatemanagement.org](http://goldengatemanagement.org) or drop a check in the rent drop box.
2. **Maintenance:** Please send any maintenance requests to our email or text the office number listed above. Maintenance issues are important to us. Please alert us to any maintenance problems ASAP.

**If there is a water, electrical, or heating maintenance issue, please call (385) 265-1005 or (801) 369-2890 immediately.**

3. **Utilities:** The following utilities must be placed in someone from your apartment's name, effective your contract start date. All tenants are responsible for utilities, regardless of whether they are currently occupying the unit. Failure to place utilities in someone's name will result in a \$10/person per month fee.

**Gas Utility – Dominion Energy – 1-800-323-5517**

**Electric Utility – Provo City – 801-852-6000**

**Internet and Cable Utilities: Google Fiber – 1-866-777-7550**

4. **Parking:** Parking stickers can be purchased in the office, and are a one time fee of \$40.00 per contract period. The back lot is open parking (first come, first serve) for tenants. There is no guest parking available on the property. Covered parking is purchased for \$40/month and reserved. Do not park in covered parking unless you have a contracted space with management. **Cars are subject to towing for improper parking, having an out-of-date sticker, or not having a sticker.**
5. **Monthly Cleaning Checks:** We have monthly cleaning inspections that you will be notified about via email. You must complete your portion of the cleaning, but do not need to be present during the inspection.
6. **Plumbing:**
  - a. Do not use Drano. Do not flush anything except toilet paper down the toilet. Do not flush a clogged toilet more than once without plunging. Call management for plumbing issues.
  - b. **Garbage Disposal and Dishwasher:** Do not place large amounts of food in the garbage disposal (i.e. potato peels, rice, orange peels, etc.). Make sure to run the garbage disposal before running the dishwasher, dishwashers work best when using liquid dishwasher detergent.
7. **Apartment Memos:**
  - a. Do not remove apartment furniture from the apartment. Additional large furniture (i.e. exercise equipment, extra couches) is not allowed in your apartment.
  - b. Do not use cinder blocks to raise your bed or other furniture. Please use plastic bed risers.
  - c. **Hanging Decorations:** Please use small nails to hang decorations. Refrain from using command strips on the walls, we've found they cause more damage to the walls than small nails.
  - d. No Plug-In Air Fresheners, candles, or candle warmers allowed in the apartments for safety.
  - e. No bikes allowed inside the apartment. There is a bike rack available in the covered parking area.
8. **Selling Contracts:** If you need to sell your contract, please inform management ASAP. Please be aware that you are liable for the full term of your contract until it is transferred to a suitable tenant.
9. **Final Check-out:** You will need to complete a final cleaning inspection. You must be present at your final check-out. **If you are not present for your final check-out you will forfeit your deposit.** Failure to complete your cleaning job will result in cleaning fees.