

**Westview Village Apartments
511 Westview Drive #313
Hastings, MN 55033
651-437-7805**

Maintenance Policy

Maintenance requests can be made by email or phone. Please leave a detailed message and let us know if we may enter the apartment. Otherwise, you will be contacted back and informed when we will be entering to make repair(s) and a note will be left informing you of completion or future plan(s). For an after hours maintenance EMERGENCY please call 651-470-9943 and leave a detailed message and you will be contacted back at our earliest convenience.

Slow drains

Please let us know right away if you are experiencing a slow drain. **DO NOT USE DRANO OR ANY OTHER LIQUID DRAIN CLEANER.** This can damage plumbing and you will be responsible for damages. It is your responsibility to make sure foreign objects do not get down tub or sink drains. If it is determined that the drain being clogged was not of normal usage you can be charged.

Lock outs/Lost keys

If you are locked out of your apartment during normal business hours (8am-4pm Mon-Fri) you will be charged a fee of \$25.00. After hours and weekend charges are \$75.00. Lost key charges will depend on the key lost and if locks must be replaced or not.

Dripping Faucets

It is your responsibility to inform management of any dripping faucets or plumbing leaks. If you neglect to inform management you may be responsible for damages and wasted utility costs.

If you have any questions, or if we can be of service at any time, please call.

Your cooperation is greatly appreciated.

*This maintenance policy is to be considered an attachment to the lease.