



1000 Driftwood Drive, Suite A, Fort Collins / 970-226-5600 / www.ftcrent.com / info@evergreenproperty.net

Welcome to a new year with Evergreen!



Casey
Marketing
Coordinator
& Leasing
Associate

Whether you're a current tenant who decided to renew with us, or you're brand new to our company, we're so glad you chose Evergreen! Here are just a few reminders to make sure we have a great year together.

How to avoid late fees: At Evergreen, you have three options to pay rent. If you mail a check, the envelope must be postmarked by the 1st of the month. If you decide to stop by the office for a visit, you must be here with payment by 5 p.m. on the 3rd. If you use your online tenant portal, which we highly recommend, you have until 5 p.m. on the 5th to submit your payment.

New lease, new rate: For residents who re-newed their lease, check your lease agreement and ensure you are paying the correct amount. Call the office with questions.

Did You Know?

Your ceiling fans have two directions, one spins backwards, drawing air up to the ceiling and is used during winter to help pull up cold air and disperse lighter hot air around the room. The second direction pushes air around the room to cool off the hotter air near the ceiling and blow it down towards the ground.

Maintenance Check

Do you feel like your fans are not working as well as they could? Is your fan blowing opposite of what it should?

Find the small "switch" on the fan located above the light fixture. Be sure the fan is off and completely stopped and flip that switch. This will change the direction of your fan blades!

Evergreen's In-House Maintenance Department

We have an in-house maintenance department to better assist our residents and owners. Our maintenance department currently consists of an administrative maintenance manager, two residential maintenance managers/inspectors, a maintenance coordinator, eight technicians, four landscapers, and a residential cleaner. Visit our website at www.ftcrent.com, click the 'Our Team' tab, and learn more about our staff!



Samantha
Administrative
Maintenance
Manager

WHAT TO EXPECT: Maintenance requests may be submitted online through your tenant portal or called in to the office. We do our best to respond to all maintenance requests within 48 hours. Our two residential maintenance managers inspect the properties at least twice a year for our owners and tenants, in order to keep an eye out for any unnoticed maintenance items or for any improvements that can be made to the property (with owner approval). Our office will contact you prior to the inspections and prior to scheduling any related maintenance. You may also keep track of these inspection related work orders by logging on to your tenant portal.

FEEDBACK: If you have any suggestions, comments, kudos or concerns regarding maintenance in your unit or our maintenance staff, please contact Samantha at sctibbals@evergreenproperty.net. We would love to hear!

What's Happening in NoCo?

Aug. 5: Pateros Creek Charity Comedy Showcase, Pateros Creek Brewing Company

Aug. 6: 15th Annual Bocce Event, Voices Carry Child Advocacy Center, Fort Collins

Aug. 7: Caffeine Crawl Fort Collins, Nuance Chocolate, Fort Collins

Aug. 9: Poudre River Walk, Lee Martinez Park

Aug. 10: CSU Community Open House and Ice Cream Social, CSU Student Recreation Center Lawn

Aug. 12: Bohemian Nights at NewWestFest, Downtown Fort Collins

Aug. 13: Yoga in the Gardens, Gardens on Spring Creek

Aug. 19: Loveland Old Fashioned Corn Roast Festival, Loveland

Aug. 21: Fort Collins Pug Play Group, Fossil Creek Dog Park

Aug. 26: Fort Collins Comic Con, Northside Aztlan Community Center

Aug. 27: Awesome Toss'em Cornhole Festival! Civic Center Park, Fort Collins