

Date: April 15,

To: All tenants

From: Scott Hunter

Subject: Reporting maintenance problems...proper procedures

When reporting maintenance problems please follow the following steps in order.....

Non emergency maintenance problems.....

1. Call ED Mitchell (maintenance man) this is a cell phone. Mon – Fri. 8:00am-4:00 pm .
Ed should be there that day or the next if through the week.....cell number 740 541-5555 local
Please state problem quickly and leave your address and phone number.
2. If no reply within in a day please call Ed again.

Emergency maintenance problems....items that need immediate attention.

1. Call Ed Mitchell on his cell phone. (541-5555)...Please state that this is an emergency. Mon-Fri 8-4.
AFTER 4:00 P.M. ALWAYS CALL HIS CELL PHONE FIRST. Leave your name, address, phone #,
and state emergency. After leaving your info please follow step #2.
2. Call Ed Mitchell at home at 1-740-962-3640. This is a long distance call from Athens.
3. If no reply, Call Scott Hunter in Myrtle Beach at 843-457-2688
4. Call Karen at the office at 594-5555
5. Continue calling these numbers until reaching someone.

ED Mitchell cell phone 541-5555 local Athens 8-4
Ed Mitchell Home number 740-962-3640 long dist.
Scott Hunter Myrtle Beach 843-457-2688
Hunter rental office 740 594 5555

**Please remember to always contact ED
“first” when reporting all maintenance
problems.**

Call Karen to report any \$\$\$\$\$ - lease issues.