Dear New Resident,

Welcome to your new apartment; we hope you will enjoy living here! There are a few things we want to pass on to you. Rent is due by the 5th of every month. If it arrives after the 5th, there will be a $50.00 service charge. Please be sure to put the apartment address and # in the memo line if paying with a check. Or you can pay through your tenant portal here https://irvingprop.twa.rentmanager.com. We do not accept cash.

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| **If you live here:** | **Checks are payable to:** |
| 2501, 2509 and 2511 Aldrich Ave S | Aldrich Ave LLC |
| 2500 Emerson Ave S | GrayWick LLC |
| 2555 Bryant Ave | 2555 Bryant Ave LLC |
| 3036 Grand Ave S | Grand Ave LLC |
| 310 8th Street | Graybrier Companies LLC |
| 19 W. 38th Street | 19 W. 38th Street Holdings LLC |
| Dakota Ave in St. Louis Park | Dakota Ave LLC |
| All other properties | Irving Properties Inc. |

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| **All checks are mailed to**  Irving Properties  2601 Garfield Ave S. # 205  Minneapolis, MN 55408 |

We strongly recommend that you pay your rent through your tenant portal, but you can also mail in your rent, or if you are in the area, drop your rent in our 24-hour drop box in our front entryway. If you have not received an email with instructions on how to set up your tenant portal (Tenant Web Access), please contact Irving Properties.

If you have general maintenance requests, they **must** be in writing and either submitted through your tenant portal or e-mailed to [**irvingproperties@hotmail.com**](mailto:irvingproperties@hotmail.com). Please provide your address in the subject line and be as descriptive as possible. We do our best to get back to you quickly, but if it is not an emergency, the work needed will be prioritized and done as soon as possible.

We are happy to have you in the building. Enjoy your new home!

Thank You,

Jim, Jill, Alyssa, & Maria

Irving Properties Inc.