

LAUNDRY FACILITY – Site 1 & 3

[] For your convenience we have a laundry facility on the site you reside.

THE MACHINES WILL NOT TAKE MONEY! YOU MUST PURCHASE TOKENS FROM THE OFFICE. The time to purchase tokens is between 1:00 - 5:00 p.m. Monday through Thursday. Each token is 25c; it is 75c per load to wash and 75c per load to dry. The facility is open from 8:30 a.m. until 4:30 p.m. Monday through Thursday, unless a holiday is in the week. The facility will not be open on holidays or the weekend. Please be sure you have finished usage of the laundry facility by 4:30 p.m., as Maintenance will not be able to wait for you to finish.

The washing machine that loads from the front has special instructions on how to use it, please abide by them. **Read the instructions!**

Do not overload the machine; too many clothes in the machine at one time will damage the machine. Please do not wash oily greasy work clothes in the machines. Also we ask that you not wash bedspreads, throw rugs, pillows, or any other item that would overload the machines. Do not leave your clothes unattended. Be sure you are there to take your clothes out when it is time! Please clean the filter when you take your clothes out of the dryer

This facility and the machines are for resident's use only. Please do not abuse this rule by washing/drying clothes for person(s) that are not Residents of Atlanta Property Management.

There are trashcans provided for your use, please use them. Do not remove the chairs from the laundry facility. **There will be no loitering at the laundry facility at any time.**

Any resident/household member found abusing the laundry facility or violating the rules would not be able to continue using the facility.

LAUNDRY APPLIANCES – Site 2

[] The PHA has supplied a washer and dryer for your unit. It is your responsibility to help maintain these appliances. Please follow the following rules:

1. Clean the lint filter after each use. Failure to do so can cause severe damage to the appliance and possibly the unit. If there is damage to the appliance and it is determined it occurred due to neglect on the resident's part; you will be billed for the damages and/or a new appliance.
2. Please do not overload the machines.
3. Remember that the PHA provides the machines and water utility for the residents only. We ask that you not allow family members, household guests, friends, etc. not on the dwelling lease to use the appliances. Should the PHA become aware this is happening your dwelling lease will be subject to termination.

Resident

Date

Spouse/Co-Tenant

Date