



www.PearsonPM.com
Info@PearsonAffiliated.com
P.O. BOX 48679
LOS ANGELES CA 90048
O (424) 253-5550
F (818) 235-0168
BRE LICENSE #01760271

Tenant Information Sheet

Welcome to the Pearson Property Management family! This sheet contains some useful information. Please keep it in a safe place for future reference.

RENT PAYMENT OPTIONS

Make Checks Payable to:	Pearson Property Management
<u>Option 1:</u> Mail to:	P.O. Box 48679 Los Angeles, CA 90048
<u>Option 2:</u> Online:	www.PearsonPM.com
<u>Option 3:</u> On-Site Manager:	If Applicable – Check with your leasing agent
<u>Option 4:</u> Rent Drop Location:	7304 Beverly Blvd, Suite 101 Los Angeles, CA 90048

RENT COLLECTION POLICIES

- Payment is due by the 1st of each month*
- Rent may be paid by check, certified funds, money order, or online*
- Late fees are applied after your grace period, per your lease contract*
- Rent paid after your grace period must include late fees and will not be accepted without the late charges
- Partial payments are NOT accepted without prior approval
- Personal or Business checks will not be accepted for late rent – only money orders and cashiers checks may be used including all late fees*
- 3-Day Notice to Pay or Quit will be served promptly if rent is not received on time and a service fee will be billed to you.

*follow your contract if it states otherwise

RENTERS INSURANCE / GENERAL LIABILITY

- We require every residential and commercial tenant to carry renters insurance at all times. Please contact us if you would like assistance obtaining renters insurance.
- A current copy of your General Business Liability Insurance Policy must be submitted to our office annually on the anniversary of your lease agreement.

MAINTENANCE

- You may request maintenance service on your resident portal. This service is available 24/7. You may also contact our maintenance department at 424-253-5550 Ext 4 or email us at Maintenance@PearsonAffiliated.com, be sure to include a detailed description of the problem, address and unit number, and best phone number to reach you.



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IMPORTANT PHONE NUMBERS

Property Emergencies

- In case of a life-threatening emergency call **911** and then call us. In case of a property emergency; such as a fire, crime or maintenance that cannot wait until morning, call the office directly at **(424) 253-5550 Ext 6**. The emergency will be addressed and your call will be returned only if necessary.

Water / Power / Trash

- Los Angeles Los Angeles Department of Water & Power: (213) 481-5411 or (800) 342-5397 www.ladwp.com
- Los Angeles County (Unincorporated) Southern California Edison: (800) 655-4555 www.sce.com
- East Los Angeles California Water Service: (323) 722-8601 www.infoELA@calwater.com
- Burbank Water & Power: (818) 238-3700 www.burbankwaterandpower.com
- Glendale Water & Power: (818) 548-2750 www.glendalewaterandpower.com
- Santa Monica Southern California Edison: (800) 655-4555 www.sce.com
- City of Santa Monica: (310) 458-8224 www.santa-monica.org
- West Hollywood Southern California Edison: (800) 655-4555 www.sce.com
- Palmdale Water District: (661) 947-4111 www.palmdalewater.org
- Inglewood Southern California Edison: (800) 655-4555 www.sce.com

Gas Company

- Southern California Gas Company: (800) 427-2200 www.socalgas.com

Telephone / Cable / DSL

- AT&T: (800) 288-2020 www.att.com
- Time Warner: (888) TW-CABLE www.timewarnercable.com
- Verizon: (866) VZ-MOVES www2.verizon.com
- DIRECTV: 1-888-777-2454

City Services and Bulky Item Pickup

- If you need to contact any department within the city of Los Angeles or if you have a large trash item to dispose of call 311 and a city operator will assist you.

Misc

- Los Angeles Police Department: Non-emergency number (877) 275-5273 www.lapdonline.org
- County of Los Angeles Fire Department: Non-emergency number (323) 881-2411 fire.lacounty.gov
- Federal Emergency Management Agency: www.fema.gov
- United States Postal Service: (800) ASK-USPS www.usps.com
- Los Angeles County Animal Control: animalcare.lacounty.gov