

# PROPERTY MANAGEMENT GUIDE

Welcome to Seaview Properties! This guide provides essential information about property management.

## TENANT RESPONSIBILITIES:

- Pay rent on time each month
- Report maintenance issues promptly
- Keep the property clean and well-maintained
- Respect neighbors and community rules
- Follow lease agreement terms

## MAINTENANCE REQUESTS:

Contact our maintenance team 24/7 at [maintenance@seaview.com](mailto:maintenance@seaview.com)

Emergency line: 555-0123

Normal requests: Submit through tenant portal

## COMMUNITY AMENITIES:

- Swimming pool (open May-September)
- Fitness center (24/7 access)
- Clubhouse (available for events)
- Covered parking
- Pet-friendly areas

## RENT PAYMENT:

Online portal: <https://portal.seaview.com>

Auto-pay available

Due date: 1st of each month

Late fee: \$50 after 5th

## CONTACT INFORMATION:

Office hours: Mon-Fri 9AM-5PM

Email: [info@seaview.com](mailto:info@seaview.com)

Phone: 555-0100

Emergency: 555-0911