

WELCOME TO BROOKHAVEN'S INEZ

We desire to give you a clean, comfortable, quiet, safe and beautiful home. To accomplish this, since we are made up of many different types of families, we are posting a list of information and house rules:

1. Please do not throw paper, cigarette butts, or trash of any kind inside or outside the building. We especially ask that you help us keep the sidewalk and street outside The Inez clean.
2. The building is locked at 10:00 p.m. Your key code will unlock the front and back door after hours. If you have guests leave after hours, please escort them down and re-lock the front door when they leave.
3. Please consider your neighbors when playing music or TV.
4. Each thermostat controls 2 or 3 apartments. Please work with your neighbors to achieve a setting that is comfortable for all. If there is a problem in this area, please contact management in apartment # 10.
5. Garbage should be placed outside your door in plastic, tied up bags in the morning. Door to door pick up is around 6:30 am. Please do not set garbage out later than that time. Only large empty boxes may be placed in the bin in the back parking lot. All loose garbage must be in closed garbage bags.
6. Parking is free to Inez residents on the Monticello Street side. You may also park in the back but not close to the buildings. Service trucks and office employees need access at all times.
7. A clean, coin-operated laundry room is located on each floor. If you need change, please come to Apartment # 10.
8. A recreation room is located behind the lobby and a patio area in back. Use of these areas are free to residents, just check with management to be sure that no one else has asked to reserve the space.
9. Mail arrives around noon and is sorted and put in the numbered room-slots in the lobby. Outgoing mail is picked up from the counter at this time. If you have the need for further service (UPS Delivery, etc.) please notify and management will receive for you.
10. Newspapers are delivered daily. The Clarion Ledger is left outside the front door and we bring them in around 5:00 am. The Brookhaven Daily Leader is an afternoon paper and is left in the lobby in the cabinet under the telephone around 2:00 pm. If you would like either service, notify management.
11. You may enter the Inez Restaurant from the inside the lobby. The Inez services a delicious hot "blue plate" at noon (11:00 am - 1:30 pm) They are also open at night (please check on schedule)
12. You may use the vacuum cleaner, ladder, loading carts, etc. , at no charge to you. Contact management about the locations of these. Also, notify management if you need repairs in your apartment.
13. Pest Control service is scheduled to come by every other month. We ask for permission to enter your apartment at this time. Management will escort the service man to each unit and wait for him to complete work.
14. Any suggestions or request for improvements in the management and operation of the Inez will be carefully considered. We want each resident to enjoy living here.
15. Rental Payments - payments are due on the first of the month. We appreciate you making this a priority.

Office - located on the second floor on the West end - # 10

Edna Sones - Resident Manager
Phone number - 601-835-0855