



CONTACT TELEPHONE / E-MAIL LIST

For All Office Personnel: **904-808-7368 (RENT)**
 Closed for Lunch from 12 to 1 pm

After Hours Maintenance (Emergency): **904-808-7368** **Ext. 7**
Alternate # (NIGHTTENDERS) **855-559-5525**

Non-Emergency Maintenance use MAINTENCE REQUEST FORM @ www.rentstaugustine.com

Maintenance & Repairs:	Patti Longworth	Ext. 3	patti@werentsunshine.com
	Jeanne Graham	Ext. 5	jeanne@werentsunshine.com
Accounting & Rent Payments:	Gisela Mendez	Ext. 4	gisela@werentsunshine.com
Rental Manager / Realtor:	Jason Fragale	Ext. 1	jason@werentsunshine.com
	Dawn Sealy	Ext. 1	dawn@werentsunshine.com
Broker:	Peter Fragale	Ext. 2	peter@werentsunshine.com

CITY & COUNTY CONTACT NUMBERS:

EMERGENCY	9-1-1
Water – City	904-825-1037
– St Johns County	904-209-2700 or 877-837-2311
– Vilano Beach Area	904-824-1806
Electricity – Florida Power & Light (FPL)	800-226-3545
– North Vilano Beach Utilities	904-824-1806
Cable – Comcast	1-800-226-2278 or 1-800-934-6489
	Local Office Jacksonville or Palatka
– Bellsouth (World Golf Village area)	877-463-4448
– Lightstream (Palencia)	904-940-2584
Telephone – Bellsouth	888-321-2375
Waste & Trash (City)	904-825-1040
Waste & Trash (County)	904-827-6980
Locksmith - Pop A Lock	904-940-0000



MAINTENANCE REQUESTS

For maintenance requests please use **MAINTANENCE REQUEST FORM** @ www.rentstaugustine.com

Or you may contact your assigned Property Supervisor **(904) 808-7368**

Patti Longworth Ext. 3 patti@werentsunshine.com

Jeanne Graham Ext. 5 jeanne@werentsunshine.com

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Your routine maintenance responsibilities are outlined in your lease. Please be sure to follow these guidelines.

REMINDER (where applicable):

AIR CONDITIONING FILTER – change monthly! Saves you money, breathe clean air, avoid repairs charges.

SALT for WATER SYSTEM – change/add as recommended.

WATER FILTERS: Refrigerator/Under Sink – change as needed.

BATTERIES: Smoke Alarm, Gate Remotes, Garage Remotes, Fan/Light Remotes, Thermostats, etc.

SPRINKLER SYSTEMS: Must be set in accordance with county rules or HOA guidelines.

LOST KEYS/LOCKED OUT: During business hours you may contact our office for a temporary key. After hours is not considered an emergency. You will need to call a locksmith at your cost.

WATER SHUT OFF: Find it! Usually by your hot water heater or outside. Shut off main valve for major water leak or small leaks during closed office times.

APPLIANCES: Don't run an appliance (clothes washer, dishwasher, oven clean) while not at home.