



Kay Four Quarterly

A Quarterly Newsletter Published by Kay Four Properties Inc.

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Kay Four Properties Website Re-Launched Exciting New Additions

We are pleased to announce that we have launched our new website. Our improved website, still located at www.kayfour.ca, delivers a number of new features to make your interactions with us easier. Here are some of the features:

- **NEW—Online Payment of Rent**— This service is supplied by RentMoola. See page two for information on using RentMoola for rent payment.
- **NEW—Online Maintenance Requests**—You can request repairs with one click of your mouse.
- **NEW—Online Listing of Available Rental Units**—This allows existing tenants to see what may be coming available and also advertises for tenants who are subletting their suite, not only on our site but in other on-line sites.
- A News section which will feature updates of interest from our office and the news as it pertains to tenants, landlords, residential tenancies, and the government.
- A listing of all staff and a contact area for inquiries.
- Access to years of Kay Four Quarterly newsletters.
- Links to many sites of interest such as Manitoba Hydro, Shaw Cable, MTS, the Residential Tenancies Branch and more.

More Coming Soon—Keep Checking Our Website

Please be sure to visit our website regularly for updates. Look at our archived newsletters and other useful information for important items that pertain to you, your suite, and your tenancy.

Our new website was designed to:

- ⇒ Provide easier access to information and better communication between you and us.
- ⇒ Provide better information for potential renters who are interested in moving into a new home.



A Few Tips To Improve Your Apartment Living

- Test your smoke alarm monthly. Hard wired smoke alarms have a light that should be lit and may have a test button that you can push. If the light is not lit then you have a problem. All battery operated alarms can be tested. Simply press and hold the test button for a few seconds and listen for the alarm. If it rings, your alarm is working, if it doesn't you have a problem. Your alarm may "chirp" for five minutes after the test. It is illegal to cover, move, remove or tamper in any way with your smoke alarm.
It is your responsibility as a tenant to test alarms regularly and to promptly inform us of any problems with this very important piece of safety equipment. It is our responsibility to repair any problems as quickly as possible, but we can not do so unless we are informed of the problems.
- Do not leave your suite entrance door or any of the doors in the building's common areas open. These are fire and security doors and are meant to remain closed for your safety. Leaving these doors open allows fires to spread quickly.
- Mats should not be left in hallways outside suite doors. To protect your suite carpet from dirt, place the mat inside your suite.
- Wipe your feet when you first enter the building. Shoes and boots accumulate a lot of grime and moisture during the winter and spring. Wiping off your boots will help to keep your home and building clean.
- Parking lots and sidewalks can become slippery. We have barrels of sand from Quick Sand at all properties. Be a good neighbour. Inform your caretaker when you find a slippery section that needs to be sanded or sprinkle some sand on slippery parts of the sidewalk or parking lot.
- Shovel snow off of your balcony to avoid build up and water seepage in the spring.
Being a good neighbour is easy and all will benefit from these simple hints and tips!

Kay Four Properties is proud to be the first Manitoba based Property Manager to offer payment with RentMoola, one of the world's largest rent payment processors, with offices in Canada, the US and Great Britain.

Currently, you can pay your rent by Pre-Authorized Debit (PAD), cheque or money order at your building and our office, or bring cash to our office. To give you additional convenient payment methods, we have partnered with RentMoola to expand your payment options.

The easiest way to start using RentMoola is by clicking their link on our website (www.kayfour.ca).

RentMoola is a great addition to the payment options available to you, especially those who will no longer need to visit our office to make cash payments.

We remind tenants that there is a benefit to using our monthly PAD service if you plan to set up recurring payments. Tenants using our PAD service always have the correct rent amount withdrawn on the first day of every month. RentMoola is convenient and free for debit card payment, but you may forget to log in on the first of the month or underpay your rent.

Rent payment is due, in full, on the first of the month, every month, no matter what day the first of the month falls and even if it is a holiday (e.g. New Year's Day, Canada Day). If you opt to use RentMoola, please remember to log in and pay on the first of the month to avoid late fees.

RentMoola Features & Benefits

- ⇒ Pay rent or any other tenant charges online or on your iPhone, iPad, Blackberry or Android phone or tablet.
- ⇒ Any card, anytime, anywhere—Using direct debit, VISA, MasterCard or American Express.
- ⇒ **FREE** for all direct debit payments.
- ⇒ One low service charge of 2.75% for any credit card payment (charged to you by RentMoola for their costs).
- ⇒ Avoid the time consuming process of visiting both the bank and our office.
- ⇒ Avoid costs associated with writing cheques by using RentMoola's free direct debit payments.
- ⇒ Turn your existing payments into points or miles for travel and products through the MoolaPerks program.

Be Power Smart

Conserving energy is good for the environment. It also allows Manitoba Hydro to increase revenues by selling surplus energy to other jurisdictions.

We just installed new power efficient exterior light fixtures; the majority of our properties use power efficient hallway light fixtures. It is your turn to take part in energy conservation. A few power saving ideas are:

- Replace conventional bulbs with LED or compact fluorescent bulbs.
- Turn off your television or computer when not in use.
- Unplug battery chargers and appliances with power transformers when not in use. The transformers draw power at all times.



- Turn off lights when you leave a room.

- Lower the heat in your suite by a few degrees when no one is home.

Doing what you can to conserve energy contributes to lower rent increases due to lower energy use costs.

Our Administrative Team

We realize that many of you are not familiar with our team at our office. The following is our Administrative team:

Reception:	Taneish
Administrative Assistant:	Sheri
Accounting Assistant:	Judy
Property Managers:	Krista, Angela, Tracy
Senior Managers:	Dawn, Avrom, Geoff

Feel free to call or e-mail our office with any questions. Most questions can be answered by Taneish or Sheri, or you will be directed to your property manager.

Remember to call or e-mail the office to follow up if you have requested maintenance which seems to have been missed.

More Winners

We have purchased Show & Save 2014/15 Book of Savings in support of a local community organization. The following tenants are lucky winners of these books.

F Bell	T&M Parisien	S Miller & N Rose
T Micheals	J & R Manuel	H & K Mand
T Moulin	J & K Moroz	R Vargas & N Robles
B & R Aceret	K & J Daly	S Houston
E Klause	L Bieganski	C Chisholm & S Livingstone
C Welch	K Daher	G Livera & M Somarathna
N Goulet	H Gonzales	C Ancheta