



WINTER 2019 NEWSLETTER



- Property Management • Residential Sales • Commercial Sales •

Disposal Tips

Many of our homes have a disposal and there are some simple rules to follow to keep this appliance running correctly. The most important is to use plenty of water while using the disposal and continue using water for 10 to 20 seconds after use to clear anything remaining through the disposal and drain. Avoid placing bones, metal, plastic, hard seeds, glass, and stones because those will jam the blades. Similarly, items like celery, onions, and other fibrous foods can wrap themselves in the blades causing a jam. Only use cold water when using your disposal and an easy way to keep it clean and smelling fresh is to run orange or lemon peels in it occasionally.

We receive many service requests for disposals that are not working. Often this can be fixed by resetting the disposal. Most disposal reset buttons are red and located on the bottom of the disposal. Follow these tips to help ensure your system continues running properly.



Email or Phone Number Updates

Has your email or phone number changed since you filled out the application for your home? You can easily update those on your Tenant Web Access. After logging in, select settings and then My Information to update email and phone information for your account. Keeping your contact information current helps to ensure that you are communicated with from us.



Office Hours

The Spradley Properties office hours are
9:00 am — 5:00 pm, Monday — Friday

Community Information

The Spradley Properties website offers more than just a link to your tenant portal. Under the Resources tab on the Spradley Properties homepage you can access a Community Information page.

This page includes information on local schools, utilities, government services, health care facilities, entertainment, and police non-emergency information. This is just another way for our tenants to quickly find information on many areas within Central Texas and our local communities.

Thank you for making us the 2019 Temple Daily Telegram best property management company!



[Website](#)

www.spradleyproperties.com

[Tenant account Login](#)

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Online Payments

Did you know that you can save yourself a trip to our office by paying online and that when paying using your checking or savings account information there is no additional fee? After logging into your Tenant Web Access, select Make a Payment from the dashboard button or menu. Make sure that you select Checking or Savings Account in the Payment Type field and enter the amount that you are paying. Have your bank account information handy, you will need your account number and routing number for the type of account you will be using and fill in the remaining required fields.

There is also an AutoPay option from the Make a Payment page. Select enabling AutoPay, select ACH-Checking or ACH-Savings, and fill in the remaining required fields, including which day of the month for payments to be made and how much to pay each month. Both of these methods are easy, convenient, and have no additional charge to use.

