

## **Current Resident FAQ's**

### **How do I add someone to my lease?**

To add someone to your lease they will first need to complete an application. Once the application is approved your property manager will guide you through the rest of the process.

### **How do I remove someone from my lease?**

To remove someone from your lease both parties must sign a mutual release form and the following conditions must be met: zero balance on rental account, remaining tenant must provide proof of sufficient income & put utilities in their name.

### **Can I sublease my apartment?**

No, you must reside in your apartment for the entire term of the lease or terminate your lease and pay all applicable fees.

### **I'm going to be moving out, what do I do?**

Complete the Move Out Notice (found on Resident Services page) at least one full rental period prior to move out and submit to your property manager.

### **How do I pay my rent?**

GLD Management offers multiple ways to pay your rent. See options below.

Mail: PO Box 405, Gladwin, MI 48624.

Phone: (866) 289-5977

Online: [www.rentpayment.com](http://www.rentpayment.com)

We also offer automatic withdrawal from your checking or savings account or debit or credit card, visit [www.rentpayment.com](http://www.rentpayment.com) for more information or contact your manager for further assistance.

### **How do I contact maintenance?**

All maintenance requests are scheduled through the property manager, please contact them so a work order can be created and work can be scheduled.

### **When is quiet time?**

10:00 p.m. to 8:00 a.m.