



410 Third Street  
Marietta, Ohio 45750  
Phone: (740) 374-8150  
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Phyllis E. Brake, Broker  
[www.silverheelspm.com](http://www.silverheelspm.com)

## WELCOME!

We are glad you are leasing from Silverheels Property Management (SPM) and hope that you enjoy your time as a resident with us. Below is some general information to make your transition to your new residence easier. Visit our website at [www.silverheelspm.com](http://www.silverheelspm.com) for more useful information in our Tenants section.

**Please keep this information so that you can reference it in the future.**

### **Office Information**

- Office phone numbers for questions or maintenance: (740) 374-8150
- Main address: 410 Third Street, Marietta, Ohio 45750
- Business hours: 8 am – 5 pm, Monday – Friday

### **Maintenance**

- You may email us at [silverheelspm@silverheelspm.com](mailto:silverheelspm@silverheelspm.com) with Maintenance Request & your address in the subject bad and a brief description of the problem and how to contact you. Please follow up with a phone if you haven't received a response within 24 hours.
- ANY EMERGENCY THAT INCLUDES WATER OR GAS LEAKS, PLUMBING BACKUPS, NO HEAT OR ELECTRICAL PROBLEMS MUST BE CALLED IN IMMEDIATELY.

### **Local Utility Companies**

Dominion East Ohio Gas	<a href="http://www.dom.com">www.dom.com</a>	1-800-362-7557
American Electric Power	<a href="http://www.aepohio.com">www.aepohio.com</a>	1-800-277-2177
City of Marietta (Water/Sewer)	304 Putnam Street	1-740-373-3515
Rumpke Trash	<a href="http://www.rumpke.com">www.rumpke.com</a>	1-888-786-7531
Suddenlink Cable	<a href="http://www.suddenlink.com">www.suddenlink.com</a>	1-877-415-9534
AT&T	<a href="http://www.AT&amp;T.com">www.AT&amp;T.com</a>	1-800-660-1000