



www.esurentals.com

Welcome! We are pleased to have you as a tenant and happy you chose our property to reside.

RENT: Rent can be paid online, through the mail, or in person.  
Mail/In person: ESU Rentals  
314 Washington St  
East Stroudsburg PA, 18301  
ONLINE (preferred): [esurentals.tenantcloud.com](https://esurentals.tenantcloud.com)

Make checks payable to **Extra Special Units, LLC**

We strongly suggest paying online (for free!) to avoid late fees and insure payments are received. Please use [Tenant Cloud](#) to do so.

We expect rent to be paid on time. If rent is late, you will be charged a late fee in accordance with your lease. We expect you to take care of the property. If there are issues with the property we will fix them. We do not tolerate late or unpaid rent or unkempt properties.



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## Tenant Information Sheet

### Important Numbers:

Lease & Renewals:	Bruce	570-460-3985
Maintenance & Emergencies:	Matt	570-242-8356
Rent & Utility Payments:	Eric	570-242-3501
General Contact:		<a href="mailto:esurentals@gmail.com">esurentals@gmail.com</a>

### Utilities:

You must keep service to the property for the entire lease term, regardless if you are living there or not. The apartment must be kept above 55 degrees at all times to prevent pipes from freezing. The tenant will pay for any damage due to negligence.

### Electric:

You are required to transfer electric utilities to your name. You must keep electric service to the property for the entire lease term, regardless if you are living there or not. Your meter will either say "PPL" or "Met-Ed/First Energy"

### Heat:

Unless it is included in your rent:

Gas

**UGI 800-276-2722.** Your meter number is labeled on the gas meter outside the home/apartment. You are required to transfer this to your name.

Oil

You may select the oil provider of your choosing. Do not allow the oil tank to empty completely or the system will have to be flushed at Tenant's expense (including any damage to system). We recommend [Stiff Oil](#) and setting up automatic delivery.

### Water/Sewer:

If included with your rent, there is nothing you need to do. Excessive usage will be billed back to tenant. If it is not included in your rent, you will be billed on a quarterly basis.

### Trash:

If included with your rent there is nothing you need to set up. If it is not, you will be billed back on a quarterly basis. In the Borough: Pickup is Tuesday. Cans may be put curbside **ONLY** the night before and **MUST** be picked up before the following day. Any fines from the borough/municipality will be paid by Tenant.

### Maintenance Requests:

Please submit maintenance requests online through the TenantCloud site. We will follow up promptly to requests. In an emergency please contact the individuals above.