

# 901 South 1<sup>st</sup> Street

## Resident Handbook

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Welcome!

Casita Properties, LLC is a small local company that has been providing residents with well-managed rental houses in Laramie for over 10 years. We are happy you have chosen to rent from us and look forward to getting to know you during your residence here.

At Casita we provide secure, sustainable housing for our residents and treat our properties as "home" rather than "business." We incorporate native landscaping, re-purposed and recycled building materials, insulation, and support other local businesses which we believe make our properties, as well as the city of Laramie, a better place to live.

Casita Properties, LLC  
717 S 2<sup>nd</sup> St  
Laramie, WY 82070  
307.721.0913/760.9475  
farkasbarkas@yahoo.com

The house at 901 S 1<sup>st</sup> Street was originally constructed in the late 1890s. The log portion of the house may have been moved from Fort Steele, a bit south of Laramie. The house is one of the oldest buildings south of downtown and was probably built as housing for railroad workers.

Laramie is a great town to live in. We'd love to show you around. We have nearby summer and winter trails and beautiful open spaces as well as a lively downtown—the best of Wyoming.

We have taken great care, expense, and pride in renovating this house. We want you to enjoy it as much as we do. We would rather you call or email to ask us a question, or report damage, no matter how small, than allow the problem to grow bigger. Please stay in touch with us and we promise to respond to you as soon as we can.

## **House Rules for Health and Safety**

Wyoming state statutes regarding residential rental property define general rights and duties for residential owners and renters. Wyoming statute 1-21-1203 generally requires Wyoming residential landlords to maintain each unit in a safe and sanitary condition with operational electrical, heating, and plumbing. Casita will also give residents reasonable notice (24 hours) before entering and enter only at reasonable times except in the case of an emergency. Wyoming statute 1-21-2104 generally requires Wyoming residential renters to maintain units in a clean and safe condition, dispose of all garbage and waste, be current on all payments, and comply with all other conditions in the rental agreement.

In addition the following rules are enforced for all Casita Properties houses and units:

Pets require permission from the landlord.

No smoking in or around Casita houses at any time.

Do not disturb neighbors' peace or permit others on the premises to do so.

Tenants may not reassign or sub-let the residence to another party.

## Moving In

When you move in, please inspect the house and complete the “Move-In Condition Sheet” (included with this handbook). This list documents any damage or issues at your move in, so that you will not be held responsible for damage created before your residency. You also need to fill out the “Contact Sheet” for our records.

Please return the checklist and contact sheet within ten days of moving in. We will work with you to handle any issues and repairs.

### ***Important Phone Numbers***

Casita Management Office	307.721.0913 307.760.9475
Emergency Police/Fire/Medical	911
Non-emergency Police/Sheriff	307.721.2526
Non-emergency Ambulance/Fire	307.721.5332
Source Gas (gas odor/emergency)	800.563.0012
Rocky Mountain Power (electric outage/emergency)	888.221.7070
City of Laramie (water/sewer/trash service)	307.721.5280
Lariat (local internet company)	307.761.2895
Charter (national communications service)	866.213.6583
Century Link (national communications service)	888.207.9745

Don't forget to switch the bills out of your name on the last day of your lease.

Please note that **satellite dish services are not allowed**. We have experienced damage to houses related to installation of these devices. Any repairs and removal of units requested by the tenant will be paid from your damage deposit.

### ***Renter's Insurance***

Casita Properties is not responsible for any damage, loss, theft, or injury that occurs to the resident, guests, or property. Management recommends that residents obtain renter's insurance to protect against injuries or property damage.

# Safety, Repairs, and Emergency Service

## ***Fire Safety***

For your safety and health, **no candles** are permitted in the house; no smoking is allowed at any time in or near any Casita homes.

**Fire extinguishers** are provided for you—located just inside each entrance. **Smoke alarms** are for your protection, do not disable smoke alarms and notify us immediately of any broken or missing smoke alarms.

*\*We will charge a fee of \$50 for smoke alarms found disabled by the tenant at any time—including removed or disconnected batteries—to be donated to the local fire department.*

## ***Electric***

901 S 1<sup>st</sup> Street has been re-wired with updated grounding and amperage, and arc-fault and GFCI circuit breakers.

We provide energy-saving compact florescent and LED **light bulbs** which rarely require replacement; however, you are responsible for replacing all bulbs in your house.

*\*Never replace a bulb with a higher wattage. Bulbs exceeding fixture ratings may overheat, melt wires, and create a fire hazard. If you are unsure about a particular bulb ask before you install it.*

*\*Use caution with multi-plugs. Appliances should be plugged directly into a wall outlet.*

***\*Keep all materials 3 feet away from the electric wall heater in the upstairs office room as well as the gas heater in the living room.***

If you think you may have **tripped a breaker** first determine the probable cause and remove that item, then flip the breaker back on. The main house breaker is located on the east side of the exterior of the house. Call us if the breaker still will not stay on or you are unable to locate the breaker box or the correct breaker.

Call Casita for minor problems. If we cannot be reached in the case of an electrical problem that needs immediate attention call “**the men from Mars**”—Richard or Sean at MARS Electric: 307.760.6943/399.0860.

Call Rocky Mountain Power for **blackout information**: 888.221.7070; call 911 for **downed lines or electrical fire**.

## **Plumbing**

*During our cold winter months **pipes can freeze and burst.*** If you are away from home during cold weather keep the front room heater at 55 degrees and all other heaters on low (not off). Open bathroom doors for heat to reach these areas. Tenants will be held liable for all damage resulting from frozen water pipes due to failure to take reasonable precautions. Please let us know when you leave town during the winter: we are happy to check on the house and make sure nothing freezes.

If you find a **small plumbing leak**, characterized by a slow drip, no large amounts of water anywhere, place a pan, bucket, or absorbent material underneath the leak until we fix it. Please call us immediately.

*\*Use appropriate **filters and plugs** and take care of drains and pipes to avoid plugging.*

*\*The sink at 901 is not equipped with a garbage disposal. Use **the sink strainer** to prevent food particles from going down the drain and do not put grease down the drain. And save your kitchen scraps for the chickens!*

A plunger is provided in case your **toilet plugs**. If you are not able to unclog the toilet with your plunger, contact Casita.

*\*Be careful what goes down the toilet. **Do not flush anything other than toilet paper**—you are responsible for roto-rooting if other materials are found to clog the pipes (\$110 weekdays/\$190 after hours).*

Please make sure to dispose of the following items in your TRASH CAN not in the toilet or sink:

All food scraps (no matter how small)

Grease and cooking oil (wipe with paper towels and throw in trash)

Paper towels, Kleenex, and other common trash items—including “Swifter” or other cleaning pads (including “flushable” wipes)

Tampons (even if they say flushable they should still be thrown in the trash)

Clumps of hair

**Plumbing Emergency:** First, call Casita. If Casita cannot be reached, call Roto-Rooter (Dale) at 307.721.8814 or Lenny at Eagle Plumbing at 307.721.2104.

NOTE: **The main water shut off** is located under the kitchen sink cabinet, under the shelving on the left side. Reach down inside the hole that goes through the cement floor. The main water line has a shut-off here. Turn the red handle to be perpendicular to the pipe to turn water off. If you cannot turn off the water or water is leaking or frozen outside the house call city services at 307.721.5280.

## ***Heating and Appliances***

The primary and most efficient heat in the upstairs unit is the gas heater in the living room. This heater runs on a **programmable thermostat**. Directions for reprogramming the thermostat are available, up and down buttons will override the set temperature for a period. The upstairs office room and the bathroom each have separate electric heaters, with a timer for the bathroom and a thermostat controlling the office heater.

*\*Keep all **flammable materials** (cloth, curtains, papers) at least 3 feet from heaters.*

Please be reasonable and do not let the heat fall below 55 or above 70.

The **water heater** is set to heat to 120 degrees. If you would like the hot water temperature changed let us know and we can easily raise or lower it. The water heater is located in the back downstairs bedroom, in the closet beside the washer/dryer hookups.

**The main gas shut-off** is located at the meter in front of the house on Steele Street. To turn the main gas line to the house off, using a crescent wrench turn the valve so that it is perpendicular to the pipe. This valve is located on the pipe coming up from the ground, before the meter. The living room heater and kitchen range each have shut-off valves, parallel for on—perpendicular to the pipe for off.

## **Cleaning and Maintenance**

### ***Trash and Recycling Service***

The City of Laramie provides both **trash and recycle pick up**. Trash pick-up is every week and recycle is every second week. Pick-ups are on [Monday mornings](#). The City will pick up trash and recycling cans that are placed behind the house, pushed out into Steele Street and set at least 2 feet apart. Please remember to bring in the cans after pickup. City information with specific regulations, acceptable recycling, and specific pick-up dates is attached. Recycling includes all clean recyclables except for glass. Glass is currently not recyclable in Laramie.

### ***Walls and Windows***

Screws for **hanging pictures** have been installed throughout the house. Do not drive nails, screws, or attach adhesive hangers to walls. If you would like additional hangers let us know and we can add them for you.

Do not use any type of **window film or weather stripping**. Do not paint walls or windows or alter window coverings.

## City of Laramie Recycling and Trash

Recyclable materials (may be commingled, unbagged in the blue-lidded trash bin):

- Aluminum foil and trays
- Brown paper bags
- Cans - including metal caps and lids
- Cardboard - Collapse boxes and cut large boxes down to 3 feet by 3 feet
- Food Boxes / boxboard - Like empty cereal and cracker boxes
- Junk mail
- Newspapers
- Phone books, books, catalogs, and magazines
- Plastic bottles and containers (#1 - #7)
- Office and school paper

Glass Recycling:

Sorry, there are no glass recycling services in Laramie.

Please contact the Solid Waste Division for information regarding other diversion practices, including Green Waste, E-Waste, and Household Hazardous Wastes.

Materials which are not accepted (bag these item and place in black-lidded trash bin):

- Any paper contaminated with food waste
- Ceramics
- Colored plastic film (such as candy and food wrappers or bags, colored plastic bags)
- Construction and demolition material
- Glass of any type
- Loose, shredded paper
- Materials contaminated with food waste/grease
- Metallic wrapping paper
- Motor oil containers
- Non-container glass (cookware, plate glass, window glass)
- Plastic cutlery (forks, knives, spoons)
- Styrofoam (cups, plates, bowls, to-go containers, and foam packing material of any kind)
- Trash / food waste
- Used paper plates, cups, etc.
- Used paper towels, tissues
- Vinyl siding
- Wax paper, laminated paper
- Wood



# Casita Properties Tenant Contact Seet

First and Last Name

Phone

Email

Previous Address

Forwarding Address

Permanent/Emergency Contact

# Move in Condition for 901 S 1<sup>st</sup> Street

[Date]

## Exterior/Yard

Condition:

Item Inventory:

Snow shovel, rake

## Kitchen/Dining Area

Condition:

Item Inventory:

Gas range, refrigerator, freezer, sink strainers

## Living Room

Condition:

Item Inventory:

Fire extinguisher

## Bedroom

Condition:

Item Inventory:

Smoke alarm with a new battery

## Back Room

Condition:

Item Inventory:

Fire extinguisher

## Bathrooms

Condition:

Move in condition as listed above is complete and correct to my knowledge.

\_\_\_\_\_  
Amy Nagler  
Casita Properties, LLC Owner, Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
\_\_\_\_\_, Tenant

\_\_\_\_\_  
Date