

# WELCOME GUIDE

1070C LEROY STEVENS RD  
EXPANDED LUXURY SUITE

We look forward to hosting your upcoming stay in Mobile, Alabama! If you need anything during your stay, please contact us. Here is some useful information for your arrival.

SECTION	PAGE
1. <b>Arriving On Property and Parking</b> – Map and Overview of the Property and Buildings	2
2. <b>Electronic Door Locks</b>	3
3. <b>WiFi Access</b>	3
4. <b>Right of Access</b>	3
5. <b>Being A Good Suite-Mate</b>	4
6. <b>Garbage Schedule</b> – Guests are responsible for their garbage during their stay.	4
7. <b>Septic Tank Considerations</b> – Toilet paper products only please.	4
8. <b>Appliance / Equipment Manuals</b> – Location	5
9. <b>Security Camera System</b>	5
10. <b>Starter Amenities</b>	5
11. <b>Replenished Supplies</b>	5
12. <b>Laundry Guide</b> – for washing supplied linens.	5
13. <b>Checkout Instructions</b>	6

## EMERGENCY NUMBERS

**Emergencies:** 9-1-1  
**Mobile Police Dept:** Non-Emergency 251.208.7211

## CONTACT INFORMATION

**Landlord:** Heather Lohse  
**Business Phone:** 251.298.7892  
**Email:** [TravelProHousingMobile@gmail.com](mailto:TravelProHousingMobile@gmail.com)

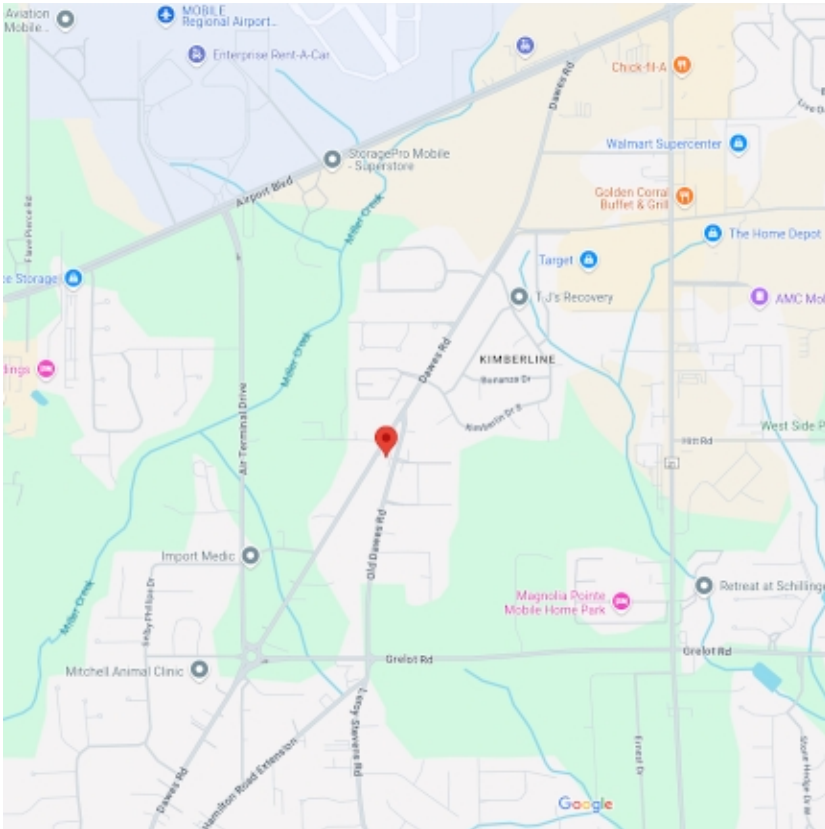
## NO SMOKING, VAPING, OR SIMILAR DEVICE / PRODUCT

No smoking, vaping, or use of any other similar device / product, or items that burn (candles / incense / etc.) inside the Premises or the immediate areas surrounding the Premises. This provision extending to areas within 5 feet of the exterior or overhangs of any building or structure on the Property. This is to prevent residue and odors from collecting on and damaging the exterior portions of the Premises.

**Violations of this policy will be charged a \$500 penalty fee.**

# ARRIVING ON PROPERTY AND PARKING

1070C Leroy Stevens Road, Mobile, AL 36695  
Expanded Luxury Suite



Our property consists of two buildings (1070 and 1090) that share a large, asphalt parking lot at the front of the buildings.

The main parking lot entrance is on Leroy Stevens Rd (the map lists it as “Old Dawes Rd), directly across the street from Brandy Ln North.

Building 1070 is the larger, brick building when you first pull into the main parking lot. 1070C is the door on the far left side of this building.

## 1070C MAIN ENTRY & PARKING:

## EXPANDED LUXURY SUITE PRIVATE ENTRY AND PARKING:

Luxury Suite Guests may park outside your private entry at the rear of the building via the concrete, circular driveway located off Dawes Rd.

- From the main parking lot, turn left (north) onto Leroy Stevens Rd.
- At the light, turn left (south) onto Dawes Rd.
- Turn left into the first concrete, circular driveway.
- 1070C is the door on the far right side of the building.
- Park:
  1. on the side of the driveway closest to the building, allowing other cars to pass on the side closest to the roadway; and
  2. nearest your sidewalk / door.



- Any vehicle that leaks oil or other staining fluids should be parked in the front, asphalt parking lot instead of the concrete circle drive.

# ELECTRONIC DOOR LOCKS

Your code will be scheduled to activate at your designated check-in date & time. Your code will expire at your designated check-out date & time. Here are some tips about how to use the locks:

1. You only have to enter your 6-digit code. Ensure you see the little light blinks with each digit pressed. This means the lock has registered each number you have pressed. No need to press any other buttons. The lock should open within a second or two. (The locking mechanism is very quiet.)
2. If you accidentally enter the wrong code, simply wait a few seconds for the lock to reset, then try again.
3. If you enter the code wrong 3-times, you might need to contact us to reset the lock.
4. To lock the door from the outside, simply press the “lock” button.

**SECURE YOUR PRIVATE SUITE:** As a guest renting a Private Suite, it is your responsibility to secure your private areas by using your Suite-door lock. You should do this even if the other Suite is empty because you never know when a Suite-Mate will check-in.

**TECHNICAL PROBLEMS WITH A LOCK?** If the lock sounds like it is struggling to lock or unlock, verify the door is closed and latched at the door knob. If it continues to sound like it is struggling, or you experience any other issues, or error-alarm, contact us for the lock to be serviced.

## WIFI ACCESS

**Network Name:** 1070C and / or 1070C 5G  
**Password:** Hello1070C

## RIGHT OF ACCESS

- Your Private Suite shares common areas with the other Suite-Mate and the Landlord.
- Landlord maintains locked supply closets / cabinets in the common areas, as well as the building security system in the living room.
- If access to your *Private Suite* is required, we will coordinate entry with you in advance, unless an emergency necessitates otherwise. This includes coordinating with you for the monthly deep-clean of your Suite (for stays longer than 30-days).

\* NOTE: We do NOT maintain common areas except to clean between guests or during monthly deep-cleaning, for stays 30+ days.

**MONTHLY DEEP CLEANINGS:** The housekeeper will exchange / wash all bed, bath, and kitchen linens, clean the bathroom, vacuum and mop floors, dust, and clean shared common areas.

# BEING A GOOD SUITE-MATE

## Keeping It Sweet Between Suite-Mates

- As a reminder, you are renting a Private Suite that shares common areas. Keep your Suite locked when unattended.
- Be courteous of your Suite-Mate and thoughtful in maintaining common areas that you share.
- Each Suite has a designated upper and lower cabinet on the far ends of the galley kitchen (each cabinet is closest to the Suite door it is assigned to).
- We have also designated a “Community Cabinet”. If you have items you wish to share, or if you are checking out and want to leave items behind, please use this cabinet.
- When checking out, please clear any personal items from the fridge or freezer, or leave us a note as to what was yours. This helps our housekeeper when turning the unit between Guests as she has no way of knowing what food is yours versus your Suite-Mate.

## GARBAGE SCHEDULE

***Guests are responsible for ensuring their garbage is placed in the outside garbage cans for garbage day.***

- Monday night is garbage night. The truck comes very early on Tuesday morning.
  - There are five (5) garbage cans for all 5 units. They are located between the two buildings along the south side wall of 1070.
  - You may use ANY can (regardless of identifier unit numbers on the cans), but please ensure a can is *completely full* before starting on another can. This helps limit how many cans have to be taken to the street. Do not overfill a garbage can so that the lid will not close; utilize a new can.
  - Do NOT place trash, garbage, rubbish or refuse outside of any building or within the common areas except in the designated garbage cans at the designated garbage can area.
- \* BAG YOUR GARBAGE: Always place garbage inside of a bag before placing it in the garbage can. This keeps cans clean and prevents a breeding ground for pests and stinky odors.

## SEPTIC TANK CONSIDERATIONS

- Both buildings are on a septic tank.
- Please do not flush any products other than toilet paper into the septic system.
- Scrape plates before washing.
- Grease collector contains are available and can be requested.

**THANK YOU for helping us keep our septic system happy!**

# APPLIANCE / EQUIPMENT MANUALS

Any available user manuals for appliances / equipment have been placed in the bottom kitchen drawer in the 4-drawer lower cabinet.

## SECURITY CAMERA SYSTEM

- The property is equipped with EXTERIOR ONLY security cameras.
- Tampering with the system will NOT be tolerated and is grounds for immediate termination of your stay.
- The cameras ARE viewable by guests via HDMI on the living room TV.
- **If the power is interrupted or system maintenance requires a reset, you might hear a short beep upon reboot of the system.**

## STARTER AMENITIES

We provide starter amenities to help you get settled in for your stay:

- shampoo
- conditioner
- bar soap
- toilet paper
- Laundry Pods
- Dishwasher Machine Tablets
- Paper Towels
- Garbage Bags

## REPLENISHED SUPPLIES

We provide refills for the following items. Need more? Send us a message.

- Liquid Dish Soap (refill container under kitchen sink)
- Bathroom Foaming Hand Soap (refill container under either the kitchen or bathroom sink)
- Cleaning Tools / Supplies
- Cleaning Products

## LAUNDRY GUIDE FOR SUPPLIED LINENS

When washing supplied bed, bath, and kitchen linens, do not wash them with personal clothing and follow the Laundry Guide hanging in the Laundry Room. This Guide provides the manufacturer recommendations for proper care. If you have any questions, please contact me.

Do not remove and wash mattress and pillow protectors. These items must be laundered in a very specific way. You may request an exchange of these items and we will take care of washing them. THANK YOU!

## CHECKING OUT

A.	We appreciate some guests wanting to help by washing linens. However, to ensure fresh linens for new guests, we wash all linens at checkout.
B.	Please start any dirty dishes in the dishwasher. This is a huge "time-help" in preparing for our next check-in.
C.	Please dispose of any personal items you wish to discard.  - Please dispose of any personal items in the refrigerator. The housekeeper will not know what was yours versus your Suite-Mate.  - If you have unopened dry goods, you may leave them for the "Community Cabinet" to share with future guests.
D.	Please place all garbage in a bag and take it out to the garbage can.
E.	To protect your personal accounts, please delete personal logins for any online accounts you used on the TV.
F.	Please ensure all windows are closed and locked. Shut all blinds/ shades/ curtains.
G.	Please ensure all lights are turned off. EXCEPTION: light switches for security / motion lights are labeled "Always On".
H.	Secure and lock your Suite door. Secure and lock all exterior doors.
I.	After doing your final check for personal belongings and have locked up, contact me and we will take care of the rest.

***This guide is an abbreviated reference. Refer to your lease for more specifics.***

***Welcome to your Home-Away-From-Home!***