Welcome to Casa Dea Apartments

Office Address: 660 N. 200 E., Provo, Utah, 84606
Email: casadea660@gmail.com
Office: 385-265-1005 (Call or Text)
Website: goldengatemanagement.org
Emergency Maintenance Number: 801-369-2890

1. Rent: You will receive invoices via email. Payments are due on the 1st day of the month. Please pay through the online portal at goldengatemanagement.org.
2. Maintenance: Please send any maintenance requests via text to the office number listed above. Maintenance issues are important to us. Please alert us to any maintenance problems ASAP.

   If there is a water, electrical, or heating maintenance issue, please call immediately.

3. Utilities: The following utilities must be placed in someone from your apartment's name, effective your contract start date. All tenants are responsible for utilities, regardless of whether they are currently occupying the unit. Failure to place utilities in someone's name will result in a $25/person fee each month.

   Gas Utility – Enbridge – 1-800-323-5517
   Electric Utility – Provo City – 801-852-6000
   Internet & Cable: Google Fiber – 1-866-777-7550

4. Parking: Parking stickers are handed out in the office, and are a one-time fee of $40.00 per contract period. The back lot is open parking (first come, first serve) for tenants. There is no guest parking available on the property. Reserved/covered parking is purchased for $40 per month. Do not park in covered parking unless you have a contracted space with management. **Cars are subject to towing for improper parking, having an out-of-date sticker, or not having a sticker/hanger.**
5. Monthly Cleaning Checks: We have monthly cleaning inspections that you will be notified about via email. You must complete your portion of the cleaning, but do not need to be present during the inspection.
6. Plumbing:
   a. Do not use Drano. Do not flush anything except toilet paper down the toilet. Do not flush a clogged toilet more than once without plunging. Call management for plumbing issues.
   b. Garbage Disposal and Dishwasher: Do not place large amounts of food in the garbage disposal (i.e. potato peels, rice, orange peels, etc.). Make sure to run the garbage disposal before running the dishwasher, dishwashers work best when using liquid dishwasher detergent.
7. Apartment Memos:
   a. A waterproof mattress pad on your mattress is required of all tenants.
   b. Do not remove apartment furniture from the apartment. Additional large furniture (i.e. exercise equipment, extra couches) is not allowed in your apartment.
   c. Do not use cinder blocks to raise your bed or other furniture. Please use plastic bed risers.
   d. Hanging Decorations: Please use small nails to hang decorations. Refrain from using command strips on the walls, we've found they cause more damage to the walls than small nails.
   e. No Plug-In Air Fresheners, candles, or candle warmers allowed in the apartments for safety.
   f. No bikes allowed inside the apartment. There is a bike rack available in the covered parking area.
   g. The Casa Dea Dumpster is located in the back lot. Please break down all boxes.
8. Selling Contracts: If you need to sell your contract, please inform management ASAP. Please be aware that you are liable for the full term of your contract until it is transferred to a suitable tenant.
9. Final Check-out: You will need to complete a final cleaning inspection. You must be present at your final check-out. **If you are not present for your final check-out you will forfeit your deposit**. Failure to complete your cleaning job will result in cleaning fees.