



Product Knowledge Notebook

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Product Knowledge Notebook

Purpose:

To serve as a quick and easy reference for information about your apartment community, surrounding areas, and other pertinent information.

Usage:

Complete the information in these pages that applies to your apartment community. Add additional categories and information as appropriate. Keep the information current, and available for easy access. Maintain familiarity with the contents of this notebook at all times, and use it to lease more apartments!

Community Information (cont'd.)

Storage Facilities: _____

Additional Facilities Not Previously Listed: _____

Opening date: _____
Number of apartments : _____
Number of parking spaces: _____
Number of garage spaces: _____
Number of carports : _____
Locations of fire extinguishers: _____

Social amenities: _____

Community Information (cont'd.)

Pool amenities and rules: _____

Playground amenities: _____

Laundry Center (include cost of operation and hours open): _____

Fitness Center: _____

Other amenities: _____

Community Map

Mark emergency water and gas shut-offs, as well as fire hydrants.

Floorplans & Rental Rates

Individual Apartment Information

Construction information: _____

Security: _____

Equipment: _____

Appliances: _____

Heating: _____

Air Conditioning: _____

Water Heater: _____

Carpeting: _____

Individual Apartment Information (cont'd.)

Window Treatments, sizes: _____

Electrical Switches and Outlets: (which switches operate outlets, etc.) _____

Telephone Jacks: _____

Cable Jacks: _____

Breaker Box: (location and operation) _____

Water Shut-Off Valves: (locations and operation) _____

Furniture Sizes

Couches: _____

Bookcases: _____

Dining Room Table & Chairs: _____

Bar Stool Heights & Sizes: _____

Chairs: _____

Triple Dresser: _____

Chest of Drawers: _____

Desk: _____

Beds (King, Queen, Standard/Double, Twin): _____

Ceiling Heights: _____

Coffee Table: _____

End Tables: _____

Televisions: _____

Other: _____

Local Entertainment & Recreation

Restaurants: _____

Clubs: _____

Theaters: _____

Bowling Alleys: _____

Golf Courses: _____

Parks: _____

Museums, Art Galleries, etc.: _____

Libraries: _____

Other Entertainment & Recreational Facilities: _____

Shopping Information

Nearest "Convenience" Store: _____

Nearest Gas Station: _____

Nearest Shopping Center: _____

Nearest Supermarket: _____

Other Shopping Information: _____

Transportation Information

Nearest DMV Office / Driver's License Bureau, and Hours: _____

Bus Service: (when, where, cost) _____

Taxi Services: (phone numbers, cost to local landmarks, etc.) _____

Airport / Train / Bus Facilities: _____

Postal / Express Mail:

Nearest Branch Post Office: _____

Main Post Office: _____

Nearest Mailbox: (with pick-up times) _____

Nearest FedEx Drop Box: _____

Nearest UPS Drop Box: _____

Newspapers:

Subscription Information, Cost: _____

Electricity:

How to Order and Average Monthly Cost: _____

Gas:

How to Order and Average Monthly Cost: _____

Telephone:

How to Order and Average Monthly Cost for Basic Service: _____

Cable Television:

How to Order, Average Monthly Cost, Community Restrictions, etc.: _____

High-Speed Internet Access:

How to Order, Average Monthly Cost: _____

Contact List



Emergency Information: (Emergency maintenance, etc.)

Police Information: (Location, phone numbers, etc.)

Fire Department Information: (Distance, phone numbers, etc.)

Hospital Information: (Distance, location, phone numbers, directions)

Ambulance Information: (Nearest, phone numbers)

General Information: (Babysitters, social activities, etc.)
