



WELCOME HOME MANUAL: 84 SAYWARD LANE, PORT LUDLOW, WA 98365

## Rent Payment Policies

Please review the Residential Lease Agreement for detailed information.

- Acceptable forms of payment include personal check, money order cashier check, direct deposit, or web bill pay, with funds payable to K & T Ludlow Properties.
- Mail payments to K & T Ludlow Properties, PO Box 1480, Kingston, WA 98346

## Utility Connections

### Electricity:

Jefferson County PUD  
<http://www.jeffpud.org>  
800.700.7152

### Trash & Recycling:

Murray's Disposal  
360.385.6612

### Cable TV/Internet/Phone Service:

Wave Broadband  
<http://www.wavebroadband.com>  
866.928.3123

### Landline Telephone/Internet Service:

Centurylink  
<http://www.centurylink.com>  
800.244.1111

### Propane:

Kitsap Propane  
<http://kitsappropane.com>  
866.609.3713

### Water:

Olympic Sewer & Water  
360.437.2101

Note: Water is a lienable utility and will remain with the Landlord/Agent. Water is billed every 2 months and a copy of the statement will be provided to you for inclusion in the following month's rent payment.



WELCOME HOME MANUAL: 84 SAYWARD LANE, PORT LUDLOW, WA 98365

## Renters Insurance

- We strongly urge you to purchase renters insurance to protect your personal property. Paragraph 14 of the Residential Lease Agreement states "Landlord/agent not responsible for damaged tenant property."

## Public Safety

- Do not disable the smoke detectors. If your smoke detector starts beeping or chirping, it's time to replace the battery. The smoke detectors require a single standard 9-volt battery. Please review paragraph 12 of the Residential Lease Agreement for detailed information.
- Do not use kerosene heaters or generators inside the residence.

## Public Schools Information

- Port Ludlow school-age children attend Chimacum Schools . The elementary, middle and high schools are at the consolidated campus located at 91 West Valley Road, Chimacum. Chimacum Creek Primary School is located at 313 Ness Corner Road, Port Hadlock.

High School:  
360.732.4090 ext. 241

Elementary School (grade 3-5):  
360.732.4090 ext. 237

Middle School:  
360.732.4090 ext. 251

Chimacum Creek Primary School (K-2):  
360.344.3270 ext. 501



WELCOME HOME MANUAL: 84 SAYWARD LANE, PORT LUDLOW, WA 98365

## Heat Pump/Air Conditioning System

- Do not place furniture or other obstructions in front of the air return vent.
- Air conditioning filters should be changed on a regular basis. Depending on the type of filter, replacement will need to occur every 30 to 90 days.
- The air return vent requires an 18" x 18 x 1" filter that is unavailable at the home improvement stores. A very reliable source for customized filters is [www.filters-now.com](http://www.filters-now.com) or 877.991.0400.
  - The Accumulair Platinum 1-inch filter (MERV 11) will last approximately 90 days
- Consult the Programmable Comfort Control guide for instructions for setting filter and temperature schedules.

## Exterior Lighting

- Exterior lighting uses compact-fluorescent GU24 spiral bulbs
  - Front Porch:
    - 13W Spiral GU24 Bulb (Item #C4720)
  - Garage and Back Porch:
    - 27W Spiral GU24 Bulb (Item #C5059)
- Bulbs can be ordered from:  
[www.rejuvenation.com](http://www.rejuvenation.com)

## Refrigerator

- The refrigerator water filter should be replaced every 6 months with either a Whirlpool 4396701 or Kenmore 9915 water filter.

## Hot Water Heater

- The hot water heater is set to 120°F. Water temperatures over 120°F can cause severe burns and scalds.



WELCOME HOME MANUAL: 84 SAYWARD LANE, PORT LUDLOW, WA 98365

## Pressure Distribution System Septic

### Proper Care Includes:

- Avoiding the flushing of harmful material into the septic tank:

Grease

Cooking oils

Newspapers

Paper towels

Cigarettes

Coffee grounds

Feminine hygiene

products

Solvents

Oils

Paint

Pesticides

Food particles

Excess laundry soap

- Practicing water conservation and balancing your water use throughout the week to keep from overloading the system. The more wastewater you produce, the more the soil must treat and dispose of.
- Keeping traffic, such as vehicles, and heavy equipment off the drainfield and replacement area. The pressure can compact the soil or damage pipes.
- Do not place impermeable materials over the drainfield or replacement area. Materials, such as concrete or plastic reduce evaporation and the supply of air to the soil needed for proper effluent treatment.
- Inspect the drainfield and downslope for odors, wetspots or surfacing sewage periodically. Call the Landlord/Agent as soon as possible if there are indications of a problem.
- The septic systems is equipped with an audible alarm in case of a pump failure. If the alarm has sounded, call the Landlord/Agent as soon as possible to facilitate immediate/emergent repairs.