



Maxwell Place Contact Information

4129B Mercury Cir
Albuquerque, NM 87116

Phone Numbers

Office: 505-255-1188
Emergency Maintenance: 844-887-6838
Fax: (505) 255-0155

Staff

Community Director	Charlena Cavender
Assistant Director (Maxwell)	Jesse Lopez
Leasing Agent/RSS	Martha Castillo
Maintenance Director	Paul Melendez
Asst. Maintenance Director	Don Morrison
Asst. Maintenance Director	Bill Ward
Marketing Coordinator	Amber Tracy

Website

www.kirtlandfamilyhousing.com

Facebook

www.facebook.com/MaxwellPlaceABQ

Office Hours

Mon-Fri 8:00 am - 5:00 pm
Closed 1:00 - 2:00 pm
Sat & Sun CLOSED

Helpful Numbers

Non-Emergency APD (505) 242-2677

We are happy to serve you!

We are currently looking for a Maxwell Place Tenant Representative!

The role of the Tenant Representative is to be the bridge between Kirtland Family Housing/Maxwell Place staff and our residents. We help to foster a warm, united community and provide a clear, consistent source of information to help us improve the quality of service to our residents. Tenant representatives are asked to attend bi-monthly meetings held at the Town Center to bring forth issues, concerns, and ideas to the KFH team. Contact the office today to volunteer or for more information.

Office Restructuring

You may have noticed some changes already taking place if you have called in a work order recently. With the elimination of the Maintenance Coordinator position, all maintenance calls are now being answered at the Kirtland Family Housing leasing office. (But don't forget that you're always welcome to submit a request via the website, as well!) Up to this point, everyone in the office has been receiving these calls, but going forward, you will be speaking directly with your Resident Service Specialist, Martha! When you have a maintenance request, need to renew your lease or give your notice of intent to vacate, call the Maxwell Leasing office to speak with Martha directly. What if Martha is out of the office at the time of your call or with another resident? No, we won't make you wait until she returns or finishes, one of our other amazing staff members will be happy to assist you! By initiating these changes, we are hoping to bring more personalized customer service to you, and the rest of our amazing residents! If you have any questions or concerns, don't ever hesitate to reach out to us! We'd love to hear from you about ways to further improve our community and make it the best possible place for our residents to call home!



It is our goal to bring you the best possible customer service during your time here with us!

Hunt Update 2016

Another year begins – it's not possible to know what 2016 has in store, but if you have resolutions in mind, make small changes, determine reachable goals and seek assistance where needed. You probably won't lose 30 pounds in January, but you could walk three times a week, cook more healthy meals at home, reduce your sugar intake and ask the folks at the fitness center for some exercise ideas.



Utilize the 24/7 Fitness Center, located in the Kirtland Family Housing Town Center to get a head start on your New Year's fitness goals! Stop by the office for the access code.

Maintenance 2016

Once the holiday clutter is cleared away, are you determined to do a bit of organizing? Here are a few suggestions:

Embrace the lowly clothespin – in addition to clipping chip bags, use to secure charger cords (use a marker to write what the cord is for on the clothespin). Wind embroidery floss around a clothespin – you can add the color code on the clothespin or simply corral your kid's friendship bracelet production mess.

Use narrow baskets to store snack items in cupboards. Kids can see what's available and you won't waste space with a giant granola bar box holding a single snack.

Store hair ties on a carabiner clip labeled with the owner's name.
Install a tension rod under the sink and hang spray bottles from their handles.
Use a hanging shoe shelf in the front closet to hold gloves, hats, pet leashes and flashlights.

JANUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 New Year's Day! Office Closed	2
3	4 Trash & Recycling Pick-up	5 Rent due!	6 Lending Library 11a-3p KFH Town Center	7	8	9
10	11 Trash Pick-up	12	13 Lending Library 11a-3p KFH Town Center	14	15	16
17	18 Trash & Recycling Pick-up Martin Luther King, Jr. Day Offices OPEN	19	20 Lending Library 11a-3p KFH Town Center	21 Office Closed for Training	22	23
24 31	25 Trash Pick-up	26	27 Lending Library 11a-3p KFH Town Center	28	29	30

Calendar Events

- **A few friendly reminders:**
 - Speed limit is 15 MPH throughout the entire community.
 - Please clean up after your pets & keep them leashed when outside! This is your responsibility as a pet owner!
 - Make sure your front/backyards are kept neat, as well as your carport, in order to avoid violations. Also, any fence installed must be in compliance with KFH regulations. Come by the office for more information.
 - Please avoid parking in front of mailboxes as this makes it difficult for the carrier to deliver the mail.
- Don't forget to visit our **Lending Library** open **Wednesdays** from **11a-3p** at the Kirtland Family Housing Town Center. Bring a book to leave for someone else to enjoy, and take a "new" one home with you!
- Have a noise complaint or some other non-emergency police matter? Please call APD at (505) 242-COPS (2677)
- Pay your rent from the comfort of your home at rentpayment.com!