



Maxwell Place Contact Information

4129B Mercury Cir
Albuquerque, NM 87116

Phone Numbers

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

Staff

Community Director	Charlena Cavender
Community Manager	Tana Gallegos
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
Wednesday 10:00 am - 5:00 pm
Closed Daily 1:00 - 2:00 pm
Sat & Sun CLOSED

Helpful Numbers

Non-Emergency APD (505) 242-2677

We are happy to serve you!

CEL Survey Results

WAY TO GO, Maxwell Place residents! With a response rate of over 50%, you are the winners of the CEL Survey Community Block Party! Due to the changing weather, this Block Party will take place first thing in the Spring, as soon as the weather starts warming up again! This Block Party is for YOU, so we'd love to hear some feedback and get some suggestions as to what you'd like to see at this event! We truly appreciate your participation as it allows us to better serve you in the future!



We so enjoyed each and everyone of your smiling faces when you received your prize for completing your CEL Survey! It truly means a lot to us!

Holiday Office Closures

The holidays are a busy time for everyone, so we wanted to make you aware well in advance of our holiday closures!

Friday, November 11th - CLOSED
Thursday, November 24th - CLOSED
Friday, November 25th - CLOSED
Friday, December 23rd - CLOSED
Monday, December 26th - CLOSED
Friday December 30th - CLOSED



We hope that you & your families have a fun, safe holiday season! Please let us know how we can assist you in making this happen!

Santa Claus is coming to town!

Thursday, December 15th, though the exact time of his arrival is still to be determined! We will also be hosting our first annual Home for the Holidays community potluck dinner that evening! Kirtland Family Housing will provide the main course, and we ask residents to bring their favorite side or dessert to share! More details will be available as the event gets closer, but we wanted to make sure everyone marked their calendars early as we know this is a busy time of year! We are so looking forward to this event, and hope to see you all there! We are happy to be able to spend this time with our Kirtland family!

NOVEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5 Rent is due to drop box by 11:59pm
6	7 10% late fee added to unpaid accounts!	8	9	10	11 Veteran's Day Offices CLOSED	12
13	14	15	16	17	18	19
20	21	22	23	24 Happy Thanksgiving! Office CLOSED	25 Offices CLOSED	26
27 4 weeks til Christmas!	28	29	30	1	2	3

Calendar Events

- Rent is due BEFORE 11:59PM on Saturday, November 5th. If your rent check is placed in the drop box after this, a 10% late fee added to your account.
- Speed limit is 15 MPH throughout the entire community.
- Please avoid parking in front of mailboxes as this makes it difficult for the carrier to deliver the mail.
- Make sure your front/backyards are kept neat, as well as your carport, in order to avoid violations.
- Have a noise complaint or some other nonemergency police matter? Please call APD at (505) 242-COPS (2677).
- Please clean up after your pets & keep them leashed when outside! This is your responsibility as a pet owner!