Maxwell Place
Contact Information

4129B Mercury Cir
Albuquerque, NM 87116

Phone Numbers
Office: 505-255-1188
Emergency Maintenance: 844-887-6836
Fax: (505) 255-0155

Staff
Community Director      Charlena Cavender
Assistant Director                  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 - 6:00 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.

We LOVE Our Residents!

It is our goal to make your time here with us as enjoyable as possible! While we have plenty of ideas for events & giveaways, we want to hear from you to know what kinds of events you would like for us to host for you. Some of the things we are currently working on are a Lending Library in the Leasing Office, hosting family movie & game nights, ice cream socials, yard beautification contests, craft days and cookouts. If you have any additional ideas, we’d love to hear them!

It’s almost that time again! We will be holding another Community Information Session on Friday, May 13th at 6pm. Stay tuned for more details as the date gets closer!

Spring is just around the corner! Stay tuned to find out when we have grass seed on hand for you to pick up in the office at your convenience, as well as flower & mulch giveaways!

Website Refresh

Check out our new website! Content has been updated and is easier to access. We’re uploading new site and event photos, have included forms and information you’ll find useful and, as always, you may contact us, initiate a routine maintenance request or pay rent on line at any time.

Make www.kirtlandfamilyhousing.com one of your “favorites” and you’ll be just a click away from photos, info and maintenance request access.

Hunt Update

Spring Cleaning Safety Tips
Ready to tackle a few spring cleaning chores?

- Don’t try to do it all in one day. It’s hard to stay safe when you’re tired or rushed.
- Lift properly - keep your back straight and lift with your legs. Or find a buddy!
- Be cautious using ladders and step stools.
- Follow cleaning product safety information. Read the label and use as directed.
- Keep cleaning buckets out of reach. A child can drown in a few inches of liquid.
- Clear away clutter to avoid trip hazards.
- Check your fire extinguisher.
- Replace smoke and CO detector batteries.
- If you have questions about your detectors, please contact maintenance.

Maintenance
# March

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<th>Sunday</th>
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<td>Banana Cream Pie Day</td>
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<td>Trash Pick-up</td>
<td>Unique Names Day</td>
<td>Get Over It Day</td>
<td>Pack Your Lunch Day</td>
<td>Middle Names Pride Day</td>
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<td>Cereal Day</td>
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<td>Daylight Savings Time begins</td>
<td>Trash &amp; Recycling Pick-up</td>
<td>Ides of March</td>
<td>Pictures with the Easter Bunny &amp; Craft Day 4-6p</td>
<td>St. Patrick’s Day</td>
<td>Awkward Moments Day</td>
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<td>Pie Day</td>
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<td>First Day of Spring</td>
<td>Trash Pick-up</td>
<td>Common Courtesy Day</td>
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<td>Chocolate Covered Raisins Day</td>
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<td>Easter</td>
<td>Trash &amp; Recycling Pick-up</td>
<td>Take a Walk in the Park Day</td>
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### 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. Please remember that vehicle maintenance is prohibited and recreational vehicles cannot be stored at your home. Also, any fence installed must be in compliance with KFH regulations.
  - 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.
- **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!