

Spring Pointe Apartments
3501 N Jupiter Rd
Richardson, Texas 75082
972.881.1223

Our new website is now up! The web address is:

www.springpointeapartments.com

You can now do more than just pay your rent! Below are the many different functions we offer and how to use each one:

- **My Profile:** Lets you see the information we have for you. Please make sure this information is correct and up-to-date. If you need to make any changes use the "Edit Profile" function.
- **My Account:** This section takes all of the guess work out of paying outstanding balances. You can easily locate your current charges and balance, pending payments, your move-in date, and when your current lease is up so you can schedule your renewal.
- **Yard Sale:** Looking to get rid of a few things? Post your ad here! Be on the look-out for great deals. Remember, when posting an add make sure to include the following: A brief description of the item(s) you are selling, an asking price, a picture of the item(s), and a contact name and phone number. We will check every day to approve new ads.
- **Bulletin Board:** Do you have exciting news you'd like to share with your neighbors? Anything special going on around the community or just a note you'd like to get out? This is a great way to communicate with your neighbors!
- **Work Order:** Here you can place a service request. Make sure you include details so maintenance knows exactly where the problem is. (i.e.: master bathroom, guest closet). These are printed daily.
- **Rent Payment:** This is where you can set up automatic, reoccurring rental payments.
- **Events Calendar:** We will be posting resident activities on this calendar. Please check this calendar at least once a month for any upcoming events.
- **Attachments:** Property wide notices will be uploaded here. If you've misplaced or did not receive a notice, this is where you can find out what's going on in the community.
- **Contact Us:** Send us an e-mail, give us a ring. We are always here for you! This is where you can ask any questions or voice any concerns you may have. A more private communication between you and the office staff.
- **Give Us Feedback:** Let us know what you like, or don't like. We strive to make you happy and comfortable in your home. Let us know what we can improve. Suggestions are also welcome.
- **Logout:** Use this feature to logout of your Resident Portal.

We hope this helps! If you still have questions or need assistance, please do not hesitate to contact us at any time. We are here for you.

As always, we appreciate you!

Sincerely,

Office Staff
Spring Pointe Apartments