

# 157-159 Grant Street

Things you will need to know...

## Employees of Port Property Management:

Russ - General Manager

Lynn - Operations Manager/Controller

## **Heather – Rent Payments & Tenant Relations**

Jim/Jennifer - Apartment Rentals

Sue/Rob – Turnover

Leyli/Joe – Maintenance

Noella – Receptionist/Admin.

**Trash:** A dumpster is located in the parking lot for your use. **All trash must be in closed trash bags; no loose items may be put in the dumpster. You are not required to use the blue City of Portland trash bags.** Recycling, if you wish to do so, will need to be done on your own. A recycling center is located on Somerset Street. Should you leave any trash in or around the building or grounds and/or any large items in or around the building, grounds or dumpster, you will be charged for its removal & disposal; the minimum charge is \$10.00 per bag.

**Laundry:** Located in the basement on the 159 side of the building. **Use your front door key to gain access.** To ensure minimal disruptions to your neighbors, **we require that you refrain from using the laundry facilities before 8:00 a.m. and after 8:00 p.m.**

**Parking:** On and off-street parking.

If you have leased a parking space with your apartment, your parking permit must be in clear view of your front windshield at all times or your vehicle will likely be towed, at your own expense. Tardiff's Towing (772-2247) monitors the lot. You will be notified each winter of our snow plowing schedule. Please be sure that you remove your vehicle from the lot during the posted hours so that we are able to plow, as failure to do so could result in your vehicle being towed, at your own expense. For more information about on-street parking please read the enclosed City of Portland parking guide.

**Parking Ban:** Deering Oaks

**Your building is monitored and maintained by a Resident Manager**

## **Telephone #'s you may need to know:**

<b>*CMP</b>	<b>(800) 750-4000</b>	<b>Former Tenant(s):</b>
Verizon	(800) 585-4466	
Time Warner	(207) 253-2222	
USA Telephone & DSL	(888) 872-9400	

\* Indicates the utilities you're required to supply, unless otherwise indicated in your lease!!

**Please contact these companies immediately to schedule your connection date(s)!!**

If CMP requires that the main breaker be turned off or if any of the other companies need access to a secured area of the building, please call our Non-Emergency Maintenance Line at (207) 761-0832, ext. 1; Leave your name, your new address, and the connection date.

**Please do not schedule any utilities to be turned on during the weekend or after hours if you need PPM for access or assistance.**

**Our hours of operations are Monday-Friday 8:00 am to 4:00 pm**