

212-214 High 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

Rob/Sue – Turnover

Leyli/Joe – Maintenance

Noella – Receptionist/Admin.

Trash: Your trash day is **Thursday**. To ensure the property is kept clean, **you must not put your trash out before Wednesday at 8:00 p.m.**, and you can't store your trash on the back stairwell, in the basement, or any place else in or around the building; only inside of your apartment. **You must use the blue City of Portland trash bags, and place it curb-side by the tree.** Recycling, if you wish to do so, must be placed in the blue bin previously provided by Port Property Management. All recyclables must fit inside the blue bin, which also must be kept inside your apartment, until it is placed curbside for pick-up. If you leave any household trash and/or large items in or around the building you will be charged for their removal and disposal; the minimum charge is \$10.00 per bag.

Laundry: Located in the basement of the building. 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: Off-street parking. See enclosed City of Portland parking guide.

Mail: Locked mailboxes are located on the first floor.

Your building is monitored and maintained by a Resident Manager

Telephone #'s you may need to know:

*CMP	(800) 750-4000
Verizon	(800) 585-4466
Time Warner Cable	(207) 253-2222
USA Telephone & DSL	(888) 872-9400

Former Tenant(s):

* 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