

# 251/253 Cumberland Ave

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:** 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 251 walkway.** 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 43 Myrtle Street; if you live in a different building, you will be given a front door key to 43 Myrtle Street. To ensure minimal disruptions of tenants in the building, **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 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.** The lot is monitored by Tardiff's Towing (772-2247). For more information about on-street parking please read the enclosed City of Portland parking guide. Each winter, you will be notified of our plowing schedule, and you must remove your vehicle from the lot for us to do the snow removal. **If for any reason you do not remove your car during the posted snow removal hours, your vehicle will likely be towed, at your expense.**

**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>
Verizon	(800) 585-4466
Time Warner	(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**