

286-288 State 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: A dumpster is located **next to the 286 side of the building** for use by tenants in disposing household trash only. All Trash must be in closed trash bags; no loose items may be placed in or around 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; there's a recycling center 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 dumpster, building, or grounds, you will be charged for its removal & disposal; the minimum charge is \$10.00 per bag.

Laundry: The laundry is Located **in the basement on the 288 side** of the building. You'll need to use your front door key to gain access to any of the exterior doors. **In an effort 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.**

Door Bell/Buzzer: To use the door bell/buzzer you need to have a telephone; it can be a landline or cell. Once you've established your telephone number, call our maintenance line and leave your address, telephone number and the reason for your call, then we'll input you in the system. Once you're in the system, if your guest pushes your apartment number your telephone will ring and after you answer the call (if you want to buzz them in) push 6 on your telephone keypad and it will buzz open the door. **(Note: It must be a local telephone number; no toll numbers or out of state numbers.)**

Parking: On-street parking. **Parking Ban:** Deering Oaks
For further information about on-street parking please read the enclosed city of Portland parking guide. **Parking in the driveway is strictly prohibited!!** Tardiff's Towing (772-2247) monitors the driveway. **If you park in the driveway, your vehicle will likely be towed at your own expense.**

Your building is monitored and maintained by a Resident Manager

Telephone #'s you may need to know:

*CMP (800) 750-4000

*Northern Utilities (800) 552-8464

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