

# 30 Preble Street – The Wadsworth

Things you will need to know...

## Employees of Port Property Management:

Russ - General Manager

Lynn - Operations Manager/Controller

### **Heather - Rent Payments & Tenant Issues**

Jim/Jennifer - Apartment Rentals

Sue/Rob – Turnover

Leyli/Joe - Maintenance

Noella – Receptionist/Admin.

## Resident Manager:

Jack

**Trash:** The trash room is located off the lobby to the left of the mailboxes. You will need your front door key to open the door. **All trash must be in closed trash bags, which must be placed inside of the barrels provided, and the lid to the barrels must be closed. If all of the barrels are all full, please notify the office immediately!!** **You are not required to use the blue City of Portland trash bags.** Recycling, if you wish to do so, must be done on your own; there is a recycling center on Somerset Street. Should you leave any trash in or around the building or grounds or any large items in or around the building, grounds and/or the barrels, you will be charged for its removal & disposal; the minimum charge is \$10.00 per bag.

**Laundry:** Laundry facilities are located to the right of the mailboxes. To ensure minimal disruptions to your neighbors, **we must require that you refrain from using the laundry facilities before 8:00 a.m. and after 8:00 p.m.**

**Parking:** On-street parking only.

If you are interested in renting parking, you can contact Top of the Old Port parking. They are located on the corner of Congress Street and Pearl Street. The telephone number is 828-1212. Please see the enclosed City of Portland parking guidelines for more information about parking and snow bans.

**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.)**

**Mail:** Mailboxes are located in the rear of the lobby.

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

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

Verizon (800) 585-4466

Time Warner (207) 253-2222

USA Telephone & DSL (888) 872-9400

### **Former Tenant(s):**

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

If any of the utility 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**