

341 Cumberland Avenue – The Earl

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: The trash totes can be accessed by taking the back stairwell to the basement. Once in the basement, follow the hall around the corner. The trash room is the 2nd door on the right. **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 is a recycling center on Marginal Way. Should you leave any trash in or around the building or grounds or any large items in or around the building, grounds and/or dumpster, you will be charged for its removal & disposal; the minimum charge is \$10.00 per bag.

Laundry: Located on the basement floor, straight off the elevator. **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 only.

A lot that you could inquire at for parking spot rentals is: Top of the Old Port. It is located on the corner of Congress and Pearl Street. The telephone number is (207) 828-1212. For further information about on-street parking and/or snow bans, please read the enclosed City of Portland parking information packet.

Mail: Located in the lobby on the left side.

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