

439 Congress Street – The Metropolitan

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.

Resident Manager:

Steve

Trash: Trash receptacles (for your use) are located in the rear of the building. **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 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 receptacles, you will be charged for its removal & disposal; the minimum charge is \$10.00 per bag.

Laundry: Located in the back stairwell in between the first and second floors. **Use your front door key to gain access.** 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: 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 828-1212. For more information on parking, please see the enclosed City of Portland parking information packet. **Do not park behind the building, or you will likely be towed at your own expense.** Tardiff's Towing (772-2247) monitors the parking lot.

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: 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
* 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