

# 60 Carleton 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

Sue/Rob/Maurice – Turnover

Leyli/Joe – Maintenance

Noella – Receptionist/Admin.

### Trash

**Your trash day is Wednesday.** To ensure the property is kept clean, **you must not put your trash out before Tuesday 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 tree.** 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

The laundry room is located in the basement. This is in the rear of the building on the right-hand side. Your front door key can be used to gain access. **To ensure minimal disruptions to your neighbors, please 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 were able to purchase a parking space with your apartment, **the 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.** Tardiff's Towing (772-2247) monitors the parking lot. You will be made aware of our plowing schedule. There are certain hours in which you will need to remove your car from the lot; **failure to do will likely result in your vehicle being towed, at your own expense.** If you don't have parking please read the enclosed City of Portland parking guide for further information.

### The buildings in the West End are 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**