

# Burnham 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.

## Resident Managers:

Bob and Sue

**Trash:** Dumpsters are located in the parking lot for your use; trash must be in **closed** trash bags & placed inside 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 is a recycling center on Somerset Street in Portland. 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.

**Use of Balconies:** No items are to be stored on the balconies; exceptions are table & chair sets and/or planters during Spring, Summer & Fall ONLY. **All items must be removed from the balconies during Winter.** Children must not be left unattended on the balconies or allowed to play on balconies at any time. Tenants, guests and/or children are not allowed to climb onto balconies from the ground for any purpose.

**NO GRILLS ARE TO BE STORED AND/OR USED ON THE BALCONIES AT ANY TIME!!**

**Laundry:** Located in buildings 10 and 8. 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.** Please be sure to monitor the laundry facilities while using them so that your clothes are not left in the machines for any extended amount of time, as this will prevent others from being able to use the machines.

**Electricity:** If you lose power in the kitchen or bath first try pushing the reset button on the GFI outlets. (They are the only outlets you have that have reset buttons.) If that doesn't work you may have blown a breaker and you do have access to these. At 8 Burnham it should be next to the kitchen door or in the kitchen cabinet by the door. At 10 Burnham it should be in the linen closet by the bathroom. At 17 Burnham it should be behind the door in the back bedroom. At 15 Burnham it is in the common area closet on the 1<sup>st</sup> floor, under the stairs towards the front of the building and they're all labeled by apartment number. **(If you are in, 8, 10 or 17 Burnham and the breakers aren't where they should be, look in the areas listed for the other buildings just in case.)** Look at the breakers and see which breaker(s) is not going in the same direction as the rest of the breakers in the panel. That is the one that has tripped and you just need switch it back to the correct direction like a light switch. If you can't figure it out please call the maintenance line.

**Parking:** **All parking spaces are pre-assigned; you and/or your guests must park ONLY in the assigned spaces provided to you.** Note that there are not any designated guest parking spot(s). If you've leased a parking space with your apartment, a valid PPM parking permit must be in clear view of the front windshield at all times for any vehicle(s) parked in your assigned spot(s), otherwise the vehicle(s) will likely be towed, at your expense. Tardiff's Towing (772-2247) monitors the parking lot. Each winter you will be notified of the snow plowing schedule and the hours that your vehicle must be removed from the parking lot to allow for snow removal. Please be sure to comply with the snow removal policy, as failure to will likely result in your vehicle being towed at your own expense.

**\*\* Please note that between November 1<sup>st</sup> and April 1<sup>st</sup> you CANNOT parking on-street over night starting at 11PM. You may receive a ticket and/or be towed \*\***

**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**