

Mill Company Gardens

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 Manager:

Bill

Trash: Trash barrels and recycling bins are located behind each building for your use; trash must be in **closed** trash bags & placed inside the barrel. Your trash barrel and recycling bin can be brought to the street as early as Tuesday evening at 8 p.m. for **Wednesday morning pickup**. **You are not required to use the blue City of Portland trash bags.** Should you leave any trash in or around the building or grounds or any large items in or around the building or grounds, you will be charged for its removal & disposal; the minimum charge is \$10.00 per bag.

Use of Fire Escape: No items are to be stored on the fire escape; exceptions are planters during Spring, Summer & Fall ONLY. **All items must be removed from the fire escape during Winter.** Children must not be left unattended on the fire escape or allowed to play on the fire escape at any time.

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

Laundry: Located at 121 Margaret St., at the side door on the right. 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.

Parking: **All parking spaces are pre-assigned; you must park ONLY in the assigned space provided to you.** Note that there are not any designated guest parking spot(s). If you were provided 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 1st and April 1st you CANNOT park 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

Ista (water and sewer) (866)737-4943 or customer service@ista-na.com (PPM sets up your account)

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