

# The Carolina Apartments

Office and Mailing Address

3925 Beech Avenue

Baltimore, Maryland 21211

(410) 235-8000

(410) 235-8023 Fax

Located At

108-114 W. University Parkway

Baltimore, Maryland 21210

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## House Rules and Services

**Office Hours:** Monday through Friday  
8:00am – 4:30pm  
And by appointment.

**Phone Numbers:**

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| Office Number    | (410) 235-8000 |                  |
| Fax Number       | (410) 235-8023 |                  |
| Emergency Number | (443) 562-8823 | After Hours Only |

For routine maintenance please call the office number above. If you deem your maintenance request an emergency such as; lack of heat, water overflow... Please call the Emergency Number. All management and maintenance issues should be directed through the office. The numbers other than the office numbers are for **Emergencies Only**.

**Quiet Hours.** Quiet hours are between 11:00pm and 8:00 am. There shall be no loud or unusual noises; musical instruments, radios, televisions, record players, Hi-Fi sets, and amplifiers shall be used in such a manner as not to disturb other Residents. In other words, if your noise can be heard from outside your apartment, you are being too loud.

**Security Issues.** Security at The Carolina Apartments is a top priority. The management reminds residents to follow the guidelines below to ensure building safety.

Do not open doors to strangers.

Never buzz in anyone unless you know them.

Do not buzz in visitors for other residents.

Do not prop open entrance doors.

Call 911 and/or the management staff if you see or hear anything unusual.

The Carolina is a small and friendly building. Please feel free to introduce yourself to your neighbors.

**Lock Outs.** If the tenant is locked out of their apartment there is an automatic \$40.00 charge to access the apartment. Full payment is expected at the time of service. Due to security reasons proof of identification is required. Only tenants in the lease will be allowed access into the apartment.

**Trash.** Please correctly dispose of your trash directly into the dumpster. The dumpster is located on the East side of the building. The disposal of bulk trash is not permitted. Tenant

disposing of bulk items such as sofas, chairs ... will be fined. Do not leave trash in the hallways at any time. Unfortunately a recycling program can not be implemented at The Carolina.

**Fire Escapes.** Under Baltimore City ordinances items such as grills, chairs, towels ... are prohibited from the fire escapes. The management reserves the right to remove and dispose of any items on the fire escapes.

**Pest Control.** The Carolina strongly believes in preventive pest control maintenance. For the last ten years The Carolina has been serviced once a month. There is no cost to the tenant. Please notify the office immediately if you see any bugs.

Preparing your apartment. In order for the Contractors to treat your apartment effectively please remove all the items from the affected area (for example, remove all items from the cabinet below the sink) If you have any questions please call the office for instructions.

**Pets.** No dogs are allowed.

**Courtyard.** The residents of The Carolina are fortunate to have use of the only courtyard on University Parkway. We encourage residents to enjoy the courtyard in a courteous manner, in a way not to disturb other residents.

**Parking or driving vehicles onto the grass is strictly prohibited. Violators will be fined.**

**Parking.** Parking is not allowed on the East Side of the building. All parking around the building are assigned parking spaces. If you do not rent a parking spot, do not park in an assigned parking space; if you do your car will be towed.

**Window Treatments.** All new window treatments; the out side of all window treatments must be white.

**Air Condition Units.** All units must be placed in the window correctly. The use of brackets is required. The tenant is responsible for any window damage occurred by the incorrect installation of an air conditioner window unit. If you have any questions please call the office for further explanation. The tenant is responsible for their AC unit at all times. If the unit is defective and leaks, the tenant is expected to remedy the situation. The maintenance department offers installation of AC units for a small fee, a contract requesting the service needs to be signed at the office.

**Notices/ Flyers.** The office must approve all notices posted on the bulletin boards first. Notices can only be placed in the designated areas. There are five bulletin boards in the building, one at each front door entrance, near the mailboxes and in the laundry room. Notices placed anywhere else will be removed.

**\$50 For Your Referral.** You have selected The Carolina, why not tell your friends about it. They will enjoy The Carolina's extra touches that make the difference between an ordinary apartment and a comfortable home, while you receive \$50!!! Just make sure they mention your name when signing their lease.