

Chadford Apartments, LLC

3925 Beech Avenue
Baltimore, Maryland 21211
410-235-8000
410-235-8023 Fax

Located at:

909 W. University Parkway
Baltimore, Maryland 21210

House Services & Information

Office Hours:	Monday – Friday	8:00am – 4:30pm
Phone Numbers:	Office Number:	410.235.8000
	Office Fax:	410.235-8023
	Emergency Number:	443.562.8823 after hours

For any routine maintenance or for emergency maintenance during regular office hours, please call the office number above. If you deem your maintenance request to be an emergency, such as lack of heat and/or water, water overflow, lockout, and it is not during regular office hours, please call the emergency number.

Payments: All rental payments should be mailed to the office address shown above. Rent is always do at the 1st of the month. Rent is to be paid promptly without any deductions or offsets. If the rent is not received by the 5th of month an automatic 5% late fee penalty is assessed. There is an automatic \$25.00 charge on a bad or worthless check.

Security Issues: Security at The Chadford Apartments is a priority. The following guidelines help to ensure not only your safety but also the safety of your neighbors:

- Do not open doors to strangers.
- Never buzz-in anyone that you do not know, and do not buzz-in visitors for other residents.
- **Do not prop open entrance and/or fire escape doors.**
- Call 911 and/or the management staff if you see or hear anything unusual.

Quiet Hours: Quiet hours are between 11:00p.m. and 8:00a.m. During these times, loud activities, and noise from items such as musical instruments, radios, televisions, stereos, hammers, drills, will not be tolerated.

Lockouts: The office will kindly help you with a lockout situation occurring during regular office hours; however, there is a \$40 charge for any lockouts occurring after office hours.

Trash: Please correctly dispose of your trash directly into the trash room. The trash room is located on the first floor pass the laundry room. 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 hallways at any time.

A reminder: **All changes in occupancy, e.g. a sublet or new roommate, must have management's prior authorization.**

Pest Control: The Chadford strongly believes in preventive pest and rodent control. Western Pest Control services the building once month. There is no cost to you. Please notify the office if you see any pest in your apartment, and we will place your apartment on the schedule to be serviced.

Laundry Facilities: Be courteous and remember to remove your articles from the machines promptly. Please report any malfunctioning and/or damaged machines to the office. Service will be requested immediately. **We remind you that individual/unit washing machines are strictly prohibited in the units.**

Pets: No pets are allowed in the hallway, unless they are being transported outside of the building.

Window Treatments: The street-side face of all new window treatments must be either white.

Air-Conditioning Units: The maintenance department offers installation of A/C units for a small fee, please call the office for further information You are responsible for the maintenance of your air-conditioning unit, i.e., if the unit is defective and/or leaks, you are expected to remedy the situation.

Smoking: This is a "smoke-free building." All common areas, e.g., the laundry room, elevators, hallways are designated as non-smoking areas.

Referrals: If your name is mentioned as a referral at lease signing, we will give you \$50! Know anybody who needs an apartment..?!

Thank you for helping to make Wyman Towers a safe, clean and pleasant place to live....

Real Estate Dimensions is the property manager for Wyman Towers, The Carolina, The Chadford, The Wyman Park and the 505 W. University Apartments The offices for the property management and maintenance of Real Estate Dimensions are located at the Wyman Park Apartments.