

Wyman Park Limited Partnership

3925 Beech Avenue

Baltimore, Maryland 21211

House Rules and Services

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

Phone Numbers:

Office Number	(410)	235-8000
Fax Number	(410)	235-8023
Emergency Number	(443)	562-8823

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 Wyman Park Apartments is a top priority. The management reminds residents to follow the guidelines below to insure 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 Wyman Park is a large and friendly building. Please feel free to introduce yourself to your neighbors.

Trash. There is a trash room / trash chute located on the side of every floor. We kindly ask you to dispose of your trash properly. Guidelines are posted in the trash room. The guidelines above are simple but essential in maintain the trash chutes operational and keeping the trash room in sanitary conditions.

Items other than household trash

-If you are disposing of bulk items i.e. mattress, desk, couches... please arrange with the office to get it hauled from the premises. Violation of this rule will result in a \$95.00 hauling charge.

Unfortunately a recycling program can not be implemented at Wyman Park Apartments.

Pest Control. Wyman Park strongly believes in preventive pest control maintenance. Pest control service is done twice a month. There is no cost to the tenant. Please notify the office immediately if you see any pest in your apartment, and we will place your apartment on the schedule to be serviced.

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

Elevators. We ask our tenants to refrain from transporting their bikes on the passenger elevator (main, center elevator). When receiving deliveries or moving in or out of the building we kindly ask you to use the freight elevator only.

Move In / Move Out. All moves should be scheduled with the office. At this time the office will reserve the handicap space on the side entrance parking lot of the building and an elevator key will be provided to facilitate your move. The elevator key must be returned within 24 hours of your move, if the key is not returned there is a \$25 charge. Do not move using the front entrance of the building. The only exception to this rule, are those residents moving into the first floor on the South Side of the building.

Parking. Parking is not allowed in front of the building. This is the fire lane of the building and must remain clear at all times. If you do not rent a parking spot, do not park in an assigned parking space; if you do your car will be towed.

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.

Packages. Wyman Park has extended the courtesy to our tenants of signing for packages and allowed tenants to pick them up at the office during business hours. To further accommodate our residents we deliver packages once or twice a week to their apartments. Wyman Park Limited Partnership nor its staff are responsible or obligated to receive or sign for deliveries. At no time is Wyman Park Limited Partnership responsible for delivered packages.

Window Treatments. All new window treatments; the outside 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 further questions please call the office. 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.

Smoking. This building is a non-smoking building. Smoking is permitted in the residents' apartments. Smoking is not permitted in the common areas.

Referral. You have selected The Wyman Park, why not tell your friends about it. They will enjoy Wyman Park'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.