

Wyman Towers, LLC

3925 Beech Avenue
Baltimore, Maryland 21211

Located at:

3100 St. Paul Street
Baltimore, Maryland 21218

House Rules & Services

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.

Wyman Towers Staff

Property Manager	Vita Leon
Accounting & Leasing	Flo Mooney
Primary Maintenance Staff	
Superintendent	Rusty Kilmon
Maintenance	Clarence Booker/Mike Brown
Turn-over	Jose Zelaya
Paint/Plaster	Keith Cox
Housekeeping	Victoria Wendler/Sue Cavey

Maintenance: The staff at Wyman Towers strives to respond quickly to all of your maintenance requests and concerns. Please keep us informed. If a situation is a true emergency, e.g., fire, assault, personal injury, peace disturbance, please call 911 first.

Security Issues: Security at Wyman Towers 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: Trash chutes are located on each floor of the building. Your cooperation is essential for keeping the trash rooms clean and safe. We kindly ask that you dispose of your trash correctly. **Please dispose of only “household trash” down the chutes.** Put your trash in garbage bags no larger than 13-gallon trash bags and place them down the trash chute. Tenants disposing of bulk items such as sofas, chairs, desks, without proper authorization will be fined. All other trash, such as cat litter, boxes, Christmas trees, should be placed directly in the dumpster. Never leave trash in the hallways.

Move In / Move Out/Furniture Delivery: Moves in and out and bulk deliveries must be scheduled with the office **at least 24-hours in advance.** The use of the west (left-hand) passenger elevator will be authorized for all items that will fit. Move-outs must be scheduled during weekday office hours. All move in and move out must be done in the back of the building through Lovegrove alley.

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

Pest Control: Wyman Towers strongly believes in preventive pest and rodent control. Western Pest Control services the building twice 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. Damaged laundry debit cards will be replaced at no cost if lost there will be a \$10.00 charge. **We remind you that individual/unit washing machines are strictly prohibited in the units.**

Parking: Parking facilities are provided on a paid, permit-only basis. Spaces are assigned. If you park in an assigned space and do not have a valid permit, your car will be towed.

Pets: No pets are allowed in the hallway, unless they are being transported outside of the building. We remind you too that dogs are not allowed.

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

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.