

Tri Star Realty, LLP.

3925 Beech Avenue
Baltimore, Maryland 21211
410.235.8000
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info@realestatedimensions.com

Located at:
505 W. University Parkway
Baltimore, Maryland 21210

House Services & Rules

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.

505 Building Staff

Property Manager
Accounting & Leasing
Associate Property Manager

Christopher DeMarco
Flo Mooney
Jennifer Zahradka

Primary Maintenance Staff & Contractors

Superintendent
Maintenance
Turn-over
Paint/Plaster
Housekeeping

Rusty Kilmon
Steve Charles, George Weitzell
Jose Zelaya, AIR Contractors
Keith Cox, IBEX Painting
Victoria Wendler
Cindy Dudley

Maintenance: The staff at 505 W. University Parkway 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 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 11:00PM and 8:00AM. 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 help you with any lockout occurring during regular office hours. After hours, there is a \$40 charge that increases to \$80 between the hours of midnight and 6am. For security reasons proof of identification is required. Only tenants on the lease will be allowed access into the apartment.

Trash: 505 has both a dumpster for household trash and a dumpster for recyclable materials. These dumpsters are located in the parking lot. Tenants are required to transport their trash to the dumpsters. Please put your trash in garbage bags no larger than 13-gallon trash bags and tightly close / secure the bag. Never leave trash in the hallways. Disposal of “bulk items”, including but not limited to, furniture, desks, mattresses, box springs, etc. is expressly prohibited. **Tenants violating the policy regarding trash disposal will be assessed a minimum fine of \$75.00. The amount of the fine will increase depending on the extent of the violation and cost incurred to dispose of the trash / bulk items. Please contact the office for bulk trash disposal options.**

Recycling: Please correctly dispose of your recycling directly into the recycling bin, which is located on the parking lot of the building in the back next to the trash dumpster. Please fold boxes and do not put any items with residual food into this bin (e.g. pizza boxes).

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

Pest Control: 505 West University Parkway 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. Please call the management office if you have any questions.**

Parking: Parking facilities are provided on a paid, permit-only basis. 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.

Window Treatments: The street-side face of all new window treatments must be either white or beige. The maintenance department can assist with installation. Tenants will be charged a service fee. Please contact the office for further information.

Air-Conditioning Units: Tenants are responsible for acquiring their own window A/C unit. Our Maintenance Department does offer installation service of AC 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. You will be charged for damage due to negligence of maintaining these units properly.

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

Referrals: Know anybody who needs an apartment..?! If your name is mentioned as a referral at lease signing, we will give you a \$100 rent credit!

**Thank you for helping to make 505 West University Parkway Apartments
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