



Chadford Apartments, LLC

3925 Beech Avenue
Baltimore, Maryland 21211
410-235-8000
410-235-8023 Fax
info@realestatedimensions.com

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

House Rules & Services

Chadford Apartments Staff

Property Manager
Accounting & Leasing
Associate Property Manager
Primary Maintenance Staff & Contractors
 Superintendent
 Maintenance
 Turn-over
 Paint/Plaster
 Housekeeping

Christopher DeMarco
Flo Mooney
Jennifer Zahradka

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

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 due 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 11:00PM 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: Chadford maintains a “trash room” on the 1st floor of the building just beyond the laundry room. Contained within that room are multiple 40-50 gallon trash containers. Your cooperation is essential for keeping the 1st floor room clean and safe. Please tightly close and secure all household trash bags before disposing the same into the trash room. 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: Chadford maintains four (4) 90 gallon containers on the concrete pad facing Roland Avenue for recyclable materials only. Please correctly dispose of your recycling directly into the recycling bins. Please break down and flatten boxes. Do not put any items with residual food into this bin (e.g. pizza boxes). Tenants will further be fined for the improper or unauthorized disposal of these items as well

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: Chadford is only building which we manage that permits dogs to live on the premises. It is imperative that tenants care for their pet in a reasonable and healthy manner including but not

limited retrieving and properly disposing of all pet waste. Pet waste should be bagged and tightly secured. We ask that these bags be placed in the household garbage containers in the trash room. No pets are allowed in the hallway, unless they are being transported out of the building. Violations of this policy are grounds for immediate pet removal or eviction from the building.

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

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, etc., 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

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

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**Thank you for helping to make Chadford 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