

Wyman Park , L.P.

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

Located at:

3925 Beech Avenue
Baltimore, Maryland 21211

House Rules & Services

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 Park Staff

Property Manager	Christopher DeMarco
Accounting & Leasing	Flo Mooney
Associate Property Manager	Jennifer Zahradka
Primary Maintenance Staff & Contractors	
Superintendent	Rusty Kilmon
Maintenance	Steve Charles, George Weitzell
Turn-over	Jose Zelaya, AIR Contractors
Paint/Plaster	Keith Cox, IBEX Painting
Housekeeping	Victoria Wendler
	Danni Canapp

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 (after hours)

For any routine maintenance or for emergency maintenance during regular office hours, please call the office number above, email us or enter a service request via the online tenant portal. 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.

Quiet Hours. Quiet hours are between 11:00PM and 8:00AM. 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. Trash chutes are located on each floor of the building. Your cooperation is essential for keeping the trash rooms clean and safe. **Please dispose of only “household trash” down the chutes.** Put your trash in garbage bags no larger than 13-gallon trash bags and close the chute door securely. 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 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).

Pest Control. Wyman Park strongly believes in preventative 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 to reserve the handicap space in the side parking lot of the building. 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. 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.

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. Wyman Park, L.P. nor its staff are responsible or obligated to receive or sign for deliveries. At no time is Wyman Park, L.P. 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. 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. If you have any further questions please call 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.

Referrals. 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 a \$100 rent credit!!! Just make sure they mention your name when signing their lease.

Thank you for helping to make Wyman Park 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.