

## Wyman Towers, LLC

3925 Beech Avenue  
Baltimore, Maryland 21211

## Located at:

3100 St. Paul Street  
Baltimore, Maryland 21218

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### 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 Towers 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

**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. Baltimore City law ensures the right of all residents to quiet enjoyment of their homes 24 hours a day. To that end, please bear in mind the following:

- Be considerate of others and careful about noise. Though you pay rent and have a right to enjoy your apartment, you have chosen a style of living--an apartment rather than a

detached house--that calls for rules of conduct appropriate to living closely with other people. Accept complaints in a positive way.

- Keep noise levels down when listening to TV, radio, CD players, or consider using earphones.
- Try to be tolerant of an occasional get together that may be a bit loud.

**Tenants are subject to a \$75.00 fine for the violation of the Quiet Hour policy.**

**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:** 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. All other trash, such as cat litter, boxes, Christmas trees, should be placed directly in the dumpster. 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 next to the trash dumpster in Lovegrove Alley. Please fold boxes and do not put any items with residual food into this bin (e.g. pizza boxes).

**Move In / Move Out/Furniture Delivery:** All move in's, move out's and large deliveries must be done through the Lovegrove alley entrance.

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 preventative pest and rodent control. Western Pest Control services the building twice month. There is no cost to you for most services. 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, if you have any questions call the management office.**

**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 that dogs are not allowed. **Violations of this policy will be assessed a \$75.00 fine.**

**Window Treatments:** The street-side face of all new window treatments must be either white or beige. Tenants are expected to install their own window treatments. Building maintenance is available to assist, if necessary. Please contact the office for further information.

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

**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