

The Cambridge

WELCOMES YOU

EMERGENCY CONTACT Building Manager

REMINDER The Cambridge is a SMOKE-FREE building!

RENT PAYMENT

The mirrored door at the rear of the lobby is locked. Rent checks and messages can slide easily under that door, if we are not available in person.

PLUMBING

Plumbing leaks and drips can become major problems quickly. Please report problems to us promptly. Toilet plunger is behind the laundry room door. **Metro Wastewater urges special care with disposal of grease - see attached.**

ELECTRICAL

We are finding lights on in apartments when you are gone for the day. You can help by turning off unnecessary lights, and all lights when you leave the apartment. Stoves and appliances: check to see they are OFF when you leave. Breakers: in apartments 1,2,3,4, 5, 9, and 10, they are on the kitchen wall. For apartments 6,7,8, and 11, the breakers are all on the first floor, in the closet at the rear of the building. Light bulbs are our responsibility. Just let us know what you need.

HEAT/COOL

In apartments 1,2,3,4,5,9,10, each radiator has a control knob. 1 is cooler, 5 warmer. These same apartments are cooled through vents near the ceiling which can be opened or closed as you wish. It is imperative that while the evaporative cooling system or A/C is on that **windows are not left open.** The same would apply in Winter when the boiler is running.

CABLE TELEVISION

We are paying COMCAST for Expanded Cable in all apartments. You should be getting approximately 80 channels. If you get only basic, try using MENU to re-program the set. Otherwise, let us know of any problem. If you want service beyond Expanded Cable (such as the movie channels) you may arrange for the additional charges to be billed to you - call COMCAST at 303-930-2000. Be sure to tell them that your Expanded Cable service is paid for by "Good Realty Management, LLC" under a bulk billing arrangement for 1560 Sherman St. Since the connection for extra services must be done on site, coordinate with us to have us grant access to Cable service personnel. Please note, a fee may be charged by us for this coordination.

LCD TELEVISIONS

Units are equipped with either flat panel or LCD televisions. Tenants shall **not attempt to clean any** flat panel television or flat panel television screen and Tenant will request Landlord or Building Manager to do so, if desired.

TELEPHONE SERVICE

For telephone service with long distance, call Qwest directly. If their installer must come to the building to make the connection, we will need to know when to meet him. Please note, a fee may be charged by us for this coordination.

DELIVERIES

US mail is delivered mid-day to your box by the elevator. UPS is usually delivered during the last half of the morning. If we're at the desk, we will sign for you and put your package inside your locked apartment. If we are not there, a notice of attempted delivery will be left. You can call UPS and arrange for delivery to some other address (work, etc).

Other deliveries, you must arrange to meet the delivery person or you may be able to have the Building Manager receive for you (for a fee).

FITNESS CENTER

The YMCA one block away (16th and Lincoln) has discounted your membership and waived the sign-up fee. We entered into an agreement with them in your behalf. Simply indicate you are a resident of The Cambridge and you receive the benefits.

PARKING

Ask for our Parking Information Page for available options. Note: parking is FREE on the street Saturday, Sunday, holidays, and from 6 PM to 9 AM weekdays. NOTE: There is a passenger-loading zone in front. **PLEASE DO NOT PARK THERE.**

BIKE RACKS

We ask at this time that you use the bike rack we have provided at the top landing of the rear stairwell. Please enter and exit with your bike through the rear entrance and stairwell, to avoid tracking dirt through the common areas.

GROCERY STORES

A large King Soopers is between 13th and 14th at Speer. Cook's Fresh Market is on the 16th street mall at Glenarm Place.

TRASH / RECYCLING

Take the elevator to the first floor. Go to the rear of the building. Trash dumpster is just outside the door (security light activates with movement at night). You can hook the outside door open, if need be. **NEVER** leave it open.

You have been provided with a small blue box in your unit. Please follow the posted instructions and empty your unit box into the large bins next to the dumpster.

LAUNDRY

The big washer is a Milnor - highly efficient. Further, it is hard to overload it -it will wash almost anything you can stuff in. Great for big or super dirty loads. If you use the home-style washers, don't overload them or they won't do a good job.

The stack dryer is a commercial size - 30 lb. It accumulates quarters and provides a 3 minute cool down time at the end of the total time you buy.

SHOWERING

Due to age of the building, the passive ventilation system is ineffective at removing moisture and as such, we ask that you please shower with the door slightly ajar.

VACUUM

A vacuum is available for your personal use. Ask the Building Manager when you need one.

DO YOU NEED

Phone books, suitcase stand, hangers, ironing board? Just ask us.

BUILDING SECURITY

Please meet each visitor or delivery person at the front door. For the security of everyone, it is important that you **NEVER** let anyone into the building whom you do not personally know. Criminals all have very good stories. Please keep both front doors locked after dusk. (Your key fits both front doors).

Please notify police immediately (911) if you see/hear anything suspicious around the building.

PETS

Each case will require review and approval by the Landlord.

ELEVATOR

For your safety, it is equipped with a telephone for any emergency. In case you inadvertently create a false alarm, just stay in the car until the operator answers; then report a false alarm. **A WORD OF CAUTION.** Three people have managed to drop keys down the shaft as they entered the elevator!

INSURANCE

Our commercial insurance excludes coverage of Tenant's personal liability and property. If you are interested in Renter's Insurance, and we recommend you obtain it, please call your own carrier.

MOVE OUT


You are responsible for leaving the apartment the same as it was upon move-in, and return of all keys, linens, and dishes when you leave. You need not wash the linens as we must wash them for the next Tenant anyway.

Deposit returns assume you are completely out of your apartment so that we can check for damage, cleanliness, or missing items as our agreement specifies. We will process a Statement of Security Deposit within thirty days.

WELCOME

Please tell us how we can make your stay more enjoyable. We maintain high standards for customer service and want you to comment whenever we have missed the details that you depend on.

Sincerely,



Roger Good, CPA, RPA
Property Manager