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NEW TENANT INFORMATION FOR OAR SHOP APARTMENTS

Welcome to Oar Shop Apartments!
We are glad to have you here and we hope you will enjoy your new residence!

Here is some information to help you move into your new apartment and take good care of it:

PHYSICAL ADDRESS and MAILING ADDRESS

The street address for your Oar Shop apartment is: 107 Depot Street, Apt.#102, Jeffersonville, VT 05464. You will need to contact the Post Office for a box number as mail is not delivered to Depot Street (or any street within ¼ mile of the Post Office). **Please notify the office with your mailing address.**

TELEPHONE, INTERNET, CABLE

Contact Stowe Communications at (802) 253-9282, or Consolidated Communications at 1-844-653-6094.

ELECTRICITY

Oar Shop is served by Green Mountain Power. Call Customer Service at 888-835-4672, 7am to 7pm, to have the service put into your name. The account is currently under Unsworth Properties. They will determine if you need a deposit. You should do this as soon as you have a move in date.

COLORS

Interior walls are a pale yellow color or Dover White. Carpeting is neutral gold, tan, or beige. We provide curtain rods, but you should provide your own curtains. Measurements are given on request.

INSURANCE

As stated in the lease, we have insurance on the buildings. However, you **MUST** have your own insurance for your furnishings and possessions.

SERVICES PROVIDED BY US

Your rent includes heat, water, sewer service, trash & recycling removal, parking, snow removal, lawn mowing, maintenance, and property taxes.

MAINTENANCE

It is your responsibility to promptly report any maintenance issues. Don't wait! If you need repairs, please call our main office during business hours, 8am to 4pm, if possible. However, if there is an urgent situation, you can call any time and our answering service will take a message. For non-urgent issues, you can also send an email to **maintenance@unsworthproperties.com**. Be sure to include your name, apartment number, and a detailed description of the issue, and attach any photos of the issue that might be helpful.

RENT PAYMENTS

Rent should arrive at our office on the first day of the month. Lost discount will apply to payments received after the 4th of the month. Make rent checks payable to **Unsworth Properties LLC**. Rent checks may be mailed to, or dropped off in-person during business hours at, our office located at 28 Howard St., Suite 302, Burlington, VT 05401.

We are pleased to offer online rent payments through RentPayment. If you'd like to take advantage of this service, please visit our website unsworthproperties.com and click on "Tenant Resources" and then "Make a Payment."

KITCHEN SINK

Do not put any GARBAGE OR GREASE down the sink.

BATHROOM

Please call us if you need to replace the light bulb or if the fan is not acting or sounding correctly. Fans in our apartments are important to prevent mold and mildew. Run them whenever you are bathing or showering. If mold or mildew appears, a simple mixture of bleach and water sprayed on the area will take care of it.

Do not put feminine hygiene products or other solids down the toilet. Even though we are on city sewer, solids can clog the lines leading to the sewer. Never put kitty litter, cigarette butts or baby wipes in the toilet. If these things are found to be the problem for a plumber call, you, the tenant shall be held responsible for the charges.

FIRES

Kitchen fires are the most common type of fires. Keep your oven and stove clean and use standard safety rules to prevent fires. If you do have a kitchen fire, follow these steps.

Grease Fires

1. Turn off stove
2. Cover burning container with lid or pan to smother fire

If smothering fails, call 911. Do NOT throw water on a grease fire. You may cause an explosion.

Electrical Fires

1. Unplug burning appliance or...
2. Turn circuit-breaker off

Do NOT throw water on fire or touch burning element.

Oven Fires

1. Close oven door and leave closed (this cuts off oxygen)
2. Turn oven off

FIRE EXTINGUISHER

We have furnished a fire extinguisher, which is in the kitchen. Please take time to read the directions on it now. If you ever have a fire which is not immediately extinguished by the extinguisher, call the Fire Department immediately. Be sure that your children are familiar with fire safety rules and know alternate ways to get out of the apartment.

SMOKE DETECTOR

Your apartment is equipped with at least one smoke detector, and one is a combination smoke and carbon monoxide detector. We checked them when you moved in. You can test the battery periodically by pushing the "test" button on the detector. If the detector emits a "beep" every few minutes when you are not testing it, that means the battery is running down. If you need help installing a new battery, let us know.

BREAKER BOX

The breaker box for electricity is behind the bathroom door. Breakers are labeled, but if you find they aren't, please notify us. If there is an urgent situation, you can shut off the appropriate breakers.

WINDOWS

We do not furnish or repair window blinds and curtains, although we do supply curtain rods. If you need information on window sizes, ask us.

HOT WATER HEATER

The hot water heater is in the basement, with the washer and dryer. If you should find water leaking under any of the hot water heaters, call us immediately.

NOISE

Our apartments are well-insulated, and noise is not a significant problem. However, do show consideration for your neighbor and avoid excessive noise.

LAWNS

Lawns and landscaping are maintained by us for your enjoyment. Please be sure your children understand the importance of treating plants with care, of not littering, and of using caution about playing in the driveways. No child should be in the parking area alone.

PARKING

The number of parking spaces set aside for you are stated in your lease. There is plenty of guest parking and overflow parking in designated areas. If you are not certain what your spaces are, ask us. The important thing is to be considerate of your neighbor. Please do not park, or let your guests park, in someone else's designated space. Parking lots and driveways are plowed by us in the winter; they will normally be plowed on the morning following a snowfall.

TRASH REMOVAL

The trash removal is included in your rent. It is best to put all household trash into plastic bags, so that animals will not be attracted to the dumpsters. Do not leave automobile parts, tires, or large pieces of furniture, including mattresses, in the trash/recycle area, as our contractor will not take them and you will be charged for any excess. If you notice an abuse of this policy, please notify the office. Trash is picked up on Mondays.