

LA SALLE APARTMENTS

Supplemental Information for New Residents

Management Availability

You can call or e-mail Emily with questions or urgent repair needs at (503) 803-8956 or emily.hascall@gmail.com. I check messages throughout the day and will get back to you as soon as possible. If you have an emergency my cell phone is (503) 803-8956.

Maintenance/Repairs

When a maintenance issue arises, please fill out a *Maintenance/Repair Request Form*, located on the laundry room table, and slip it under the manager's door (Apt #12), please also follow up with an e-mail or phone call. Repairs are generally taken care of within a few days.

Sink drain strainers must not be removed. Strainers prevent non-liquids (hair, toothpaste caps, etc) from going down the drains and clogging the pipes. Contact the manager if your sink strainers are missing.

Please report drips/leaks as soon as they start in order to reduce waste and prevent damage.

Two shower curtains are required. One protects the wood window frame and the other protects the room from water damage and dry rot. If you discard the shower curtains at any point, please replace them. To prevent mildew, let the steam out of the room by opening the window for a short time.

Candle smoke usually leaves blackened areas on ceiling, walls and woodwork. The soot may accumulate gradually. Tenants will be held financially responsible for additional costs incurred to clean and repaint those walls.

Instructions for hardwood floor care, please keep floors free of dust by using a dust mop or tank style vacuum with floor brush attachment. Please also put felt pads on chair and sofa legs as well as bed frame legs. This will prevent scratches in the hardwood that are costly to repair. Do not use wax or furniture polish, since they can be detrimental to the finish.

Noise

Quiet Hours are: 10pm to 8am Sunday through Thursday; Midnight to 8am Friday and Saturday "nights" *Please do not do laundry during quiet hours.

Sound transmits easily between these old walls. Noisy bedroom activities may disturb neighbors. Televisions, radios, computer games, etc. do not belong in the bedroom without headphones. Also, walking around with heavy footwear can be disturbing to neighbors below.

Rent

Please make checks payable to "Windsor Investments LLC." Rent is due on the first of every month. Mail checks to:

Windsor Investments LLC
4250 SW Council Crest Drive
Portland, OR 97239

Security

Keep strangers out of the building. Let's all work to keep our building safe and secure. Please do not provide entrance to people who you do not know, either by buzzing them in or letting them follow you in.

Storage

You may store bikes in the common area. Any other items in the common area are subject to removal without warning unless approved by management.

Extended Leave

Please let management know if you plan to be gone for more than seven days.