

# Port Washington Apartments

1900 Naval Ave - Bremerton WA 98312



## Welcome Packet

(Hand Out)

We hope you will enjoy your time at the Port Washington Apartments. Enclosed in this packet you will find helpful tips and our community rules.  
If there is any way we can assist you, please let us know.

**Office Phone: 360-377-3664**

**Office Hours:**  
**Monday – Friday**  
**8:00 – 5:00**

**Tenant Acknowledgement:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **PHONE NUMBERS**

Phone numbers you may need when moving in:

- Manager: 360-377-3664
- Phone Company: 1-800-603-6000
- Puget Sound Energy (New Service) 1-888-225-5773
- Comcast (Dan Saikkonen) 253-377-1583

## **MAIL INFORMATION**

Your apartment comes with a locked mailbox. You were given the key with the set of keys to your apartment. You will also find a change of address kit in this packet for your convenience.

You MUST fill out the ‘VACANT’ card that is in your box when you move in. Our mail person cannot deliver your mail until that card is received. Fill it out and put it in the outgoing mailbox on the second level by the laundry room. If any other person is going to receive mail at your address, you must have them come in the office and fill out a ‘VACANT’ card also.

If you receive a package, or something too large for your box, it will be left with our Assistant Onsite Manager, Ron Fuhrer in Apartment 216. You will receive a notice in your box telling you that you have a package to pick up.

Outgoing mail must go in the outgoing box on the second level by the laundry room. If you leave it in your box it will not be picked up.

## **LAUNDRY ROOM**

The Laundry Room is open 24 hours a day. If you use it late at night, please be quiet as possible. All bedroom windows are on the walkway and residents appreciate it if you walk by their window quietly.

Please clean up after yourself in the laundry room. Wipe off the washer if you get soap on it; clean the lint trap of your dryer when you are finished. There is a broom and dust pan behind the trashcan for your use, if needed. Please leave laundry room clean for the next person.

The washers run approximately 25-30 minutes. The dryers run for 1 hour. Please take your clothes out of the washers/dryers as soon as your cycle is finished. We have many people who use the laundry room and they shouldn’t have to wait for someone to remove their clothes.

The Laundry Room is also an ‘information’ area for our tenants. We post information on the bulletin board, sales flyers are left there and we have a book exchange that the tenants use. Some tenants put clothing or household effects, etc. on the one table that they no longer want. You are welcome to any of these things.

## GENERAL RULES

- a) Smoking. No smoking in any unit or on the exterior walkways. If you do smoke it must be away from the building and cigarette butts fully extinguished and properly disposed. No cigarette butts may be thrown on the ground in the parking areas.
- b) Smoke & Carbon Monoxide Detectors. Every unit has an operational smoke and carbon monoxide detector. We inspect these frequently and will serve proper notice prior to entry to inspect and ensure it is operational. Resident acknowledges they have inspected the smoke detector in the apartment and that it is in operable and in good condition at the commencement of occupancy. Washington State Law provides that it is the resident's responsibility to maintain the detector, and that the resident shall smoke test the detector once a month.
- c) Digital Service. All tenants must use Comcast for digital service.
- d) Exterior Add-ons. No wires, aerials, antennas or dishes for radio or television, ropes for drying cloths, etc., shall be installed on the roofs, decks or other parts of the building or property.
- e) Animals. No animals or pets of any kind shall be kept or harbored in or about the apartment building without written agreement with management. We do allow one cat per apartment only unless it is a registered service animal. Both types of animals require a separate addendum to be completed and attached to your lease.
- f) Running. No running in the public halls or stairways
- g) Personal Property. No bicycles, chairs, baby carriages or other personal effects are allowed in the halls, stairways, laundry room or other public areas. No packages, boxes, etc, will be allowed to obstruct halls, stairs, etc.
- h) Maintenance Requests. All leaking faucets, toilets, windows, and/or defects or potential defects in the apartment or appliances not in good working order shall be reported promptly, **in writing**, to the Manager. Please use the maintenance request forms available in the laundry room.
- i) Garbage. All garbage must be bagged and boxes must be crushed before placing in the garbage containers. Anything too large to place in the dumpster must be disposed of to the Kitsap Disposal Facility. If items are left for disposal that won't fit into the dumpster, next to the dumpster, the management will remove those items and take it to the Kitsap Disposal Facility and you will be charged \$40 per hour plus the cost of disposal.
- j) Exterior Appearance. Windowsills and ledges shall not be used for storage of bottles, or any other type of food, etc. No awnings, draw shades or non-conforming curtains shall be installed on exterior windows. This includes air conditioning units which if installed must be on the water side and installed by a licensed professional with prior approval in writing from management.
- k) Public Tidiness. Dust mops, rugs, tablecloths and clothing shall not be shaken, cleaned or left in any of the public areas or any window, door, deck or landing. It is the resident's responsibility to keep the entrance area of their apartment clean and swept. All common areas (i.e.: parking lot, laundry room, back yard) are to be kept clean and picked up of personal items or debris by residents using the area.
- l) Quiet Enjoyment. Resident, family and guests shall have due regard for the peace, comfort and enjoyment of other residents in the building. Musical instruments, radios, televisions, stereos, etc, shall be placed at a reasonable volume with reduced volume between 10:00pm and 7:00am. If you can clearly hear it outside your apartment it's too loud.

- m) Damage to Unit. No nails, screws, hooks, etc. Shall be used without consent of Manager. No tacks, nails or screws shall be allowed at any time on the faces of the cabinets.
- n) Signs. No signs or placards shall be posted in or about the apartment building without written permission of the Manager.
- o) Disposal. Toilets, sinks and washbasins are to be used only for the purpose for which they are intended and not dust, rubbish, coffee grounds, etc. are to be put in them.
- p) Rooftop. Residents are not permitted access to the roof under any circumstance.
- q) Laundry. The laundry and its facilities shall be used only for washing and drying of the usual personal and household articles. No cleaning with flammable materials or drying of cloths in the washing machines will be permitted.
- r) Baseboard Heaters. Clean your baseboard heaters regularly and make sure there is 12" of clearance in all directions, including curtains and blinds cords.
- s) Bathroom Fans. Use the bathroom fan during bathing or showering and afterward for a minimum of 30 minutes. This helps reduce the possibility of mold.
- t) Cooktop Fans. Use the fan above the stove when cooking.
- u) Outdoor Cooking. BBQ's are available for use on the water side of the building. Users are required to clean up their mess and remove any garbage. Only charcoal is to be burned in the BBQ's. No debris, plates, plastic utensils, etc. shall be put in the BBQ for disposal.

## **PARKING RULES**

Covered parking is paid/private parking only. Anyone not belonging in these spots will be towed immediately, without warning. If you allow a visitor to use your covered space you **must inform the manager in writing in advance**. *Parking in front of the building is for tenants only.* Guests must park in the upper west end parking areas. Any visitor taking a parking space in the front of the building will receive one warning; they will be subject to towing after said warning.

**Exceptions to this rule:** If your visitor is physically challenged or is a senior citizen, come to the office and we will issue a "visitor parking permit" for your guest. This permit must be visible in the vehicle when your guest is visiting.

- a) There is no backed in parking allowed in any of the spots at any time.
- b) You must have a parking permit on the rear of your vehicle. You will be given one warning about putting a parking sticker on your vehicle, after that you will be subject to towing.
- c) **Slow Down!!** The speed limit is 5MPH. Be especially careful entering or leaving this complex. Both places are "blind" to oncoming traffic. Do not swerve around the speed bumps; it puts you too close to the parked cars.
- d) **ABSOUTELY NO LOUD MUSIC OR POUNDING BASS, AT ANY TIME OF THE DAY OR NIGHT IS ALLOWED IN THIS PARKING AREA.** Turn your music down before you enter the complex.
- e) If your vehicle has an alarm system the sensitivity must be set high enough to avoid being set off by heavy trucks, or the nearness of another vehicle/person. If you leave for vacation/etc. You must inform the office and bring us a control device for the alarm system. We must have a way to shut it off it is activated; otherwise we call 911 and let the police handle the situation, which may mean damage to your vehicle.

## **LEASE TERMINATION**

When the lease terminates the tenant will have left the apartment in good condition excepting normal wear and tear. For any damage to the apartment that is tenant responsibility tenant shall be charged the following rates:

Labor: \$40 per hour

Paint: \$40 per gallon

Paint entire apartment: \$1,000 (labor and materials)

Garbage hauled out by the bag \$15 per bag

Cleaning supplies for specific tasks or 3<sup>rd</sup> party service are billed at actual cost

Furniture removal: \$50 per piece of furniture

Interior door replacement: \$100 each

Closet door replacement: \$75 each

Exterior door replacement: \$175

Counter top replacement: \$300

Carpet replacement: \$1,200

Cabinet door replacement: \$75 each

Garbage disposal replacement: \$150

Smoke/Carbon monoxide detector: \$35 each

Blinds: \$60 per blind

Lost or Unreturned Keys: \$50

For items not listed they shall be charged the actual cost or a reasonable amount determined by the manager.