



CROFTON PERDUE
ASSOCIATES, INC.

111 Marsh Road, Suite 1
Pittsford, New York 14534

New Tenant Information

Basement

The basements in each building have a storage closet for each tenant, laundry facilities and small trash cans for laundry refuse. The basements should not be used for any other purpose or storage.

Storage Area

Each tenant has a storage area for their apartment. Nothing is to be left in the open area of the basement at any time. Only locked bikes to a pole are allowed. All your possessions must be in your storage area and locked.

Garbage

Suburban will only take what is in the dumpster and recycling cans. **NO** furniture, tires, electronics, or large items are to be put out by the garbage dumpster/bins. If you have no other way to dispose of this, you can arrange a bulk pick up with Suburban Disposal, but there will be a fee charged to your account. Suburban's phone number is: 352-3900.

Window Screens

At no time are screens to be removed or damaged in any way. If a screen is found cut or damaged, you will be charged for the replacement of the screen.

Dead bolts

If you have a dead bolt on your door, please make absolutely sure that Crofton Perdue has a key. This is needed in case there is an emergency, and we need to get into your apartment.

Parking

There is no parking in front of any garage. Please inform your visitors. There is a parking area on Continental Drive for visitors. All illegally parked cars will be towed at owner's expense.

Bathroom cleaning instructions

Frequent (weekly) cleaning with the following products will maintain the beauty of your bathtub liner and wall system for years to come:

- Soft Scrub
- Tilex
- Formula 409
- Windex
- Enforcer Bath and Tile cleaner

Do not use:

- Ajax
- Comet
- Abrasive sponges
- Lysol Disinfectant spray
- Dow Bathroom cleaner
- Tough Act
- Lime Away
- Pine-Sol Spray cleaner
- Lysol Basin/Tub cleaner
- Lestoil

Mailboxes

Remember to forward your mail to your new address. If the post office does not change the name inside your mailbox, you can put your name inside the mailbox.

IMPORTANT CONTACT INFORMATION

Property Management Company

Crofton Perdue Associates, Inc.

Office Phone Number – (585) 248-3840

Please submit All Maintenance Requests by calling or emailing Crofton Perdue:

(585) 248-3840

info@croftoninc.com