

614 Portland LLC

Welcomes you to The Clubhouse

To facilitate your transition to your new apartment, enclosed are some essential and helpful information:

- A. Owner and Management Information
- B. Rent Payments
- C. Maintenance Requests
- D. Utilities
- E. Renter's Insurance
- F. Trash and Recycling
- G. Resident Parking Information
- H. Smoking

A. Owner and Management Information:

Owner:

614 Portland LLC
614 Portland Avenue # 10
St. Paul, MN 55102

Property Manager:

Samantha Kevitt
614 Portland Ave #10
St. Paul, MN 55102

Emergency phone: (612)-703-6373

E-mail: 614portland@gmail.com

Website: www.svkdevelopment.com

B. Rent Payments

Rent payments are due no later than the 1st of each month. If rent is paid later than the first, it will be recorded as a late payment. We offer tenants the ability to pay your rent online. We use the online system called **eRentPayment**, which:

- Offers you the flexibility you need, such as one-time and recurring payments along with their form option and phone payments.
- Gives you the option to build your credit history by reporting your payments to credit bureaus.

- Can provide monthly reminders to keep you on track, so that you always have your rent in on time by the 1st of each month.
- Gives you complete control over your rent payments. You can start and stop payments at anytime, and switch bank accounts/payments methods with ease.
- Is completely free for you to use as a tenant.

Below are the steps for creating an account:

1. Go to eRentPayment.com
2. Click on "Renters" located at the top of the page.
3. Click "Sign Up Now"
4. In the "User Type" scroll down to "Renter/HOA member"
5. Next, you will type in your "Renter Code." This code is unique to each unit. Your code will be: **614portland+ Your unit #**. For example, if you live in unit #114 your renter code will be **614portland114** (please make sure there are no spaces). Roommates will use the same code and can set up separate accounts.
6. In the "Please confirm this is the correct property" box select "Yes" if the information is correct.
7. Now you will be prompted to create a username and password.
8. Once you have created your account you can add your bank information to set up one time or recurring payments. If you do not wish to add a bank account, simply click "Renter Home" in the upper right hand corner.
9. You can also submit maintenance requests through your account by clicking on "Requests" and then, "Create a Request."

If you wish to pay your rent by check please discuss this with your Landlord, as we are happy to work to accommodate your request. We only allow one check per unit. Please make all checks payable to **614 Portland LLC**. Before handing in your rent checks please write your apartment number in the memo section of your check to ensure that the payment is credited properly.

You may slide your rent check under the door of Suite #114 or place it in the drop box. The drop box is located on the main floor. If you are walking into the lobby go into the first door on the right and the drop box is located directly to your left. You will see a slot on a door. It is to the left of the elevator shaft.

C. Maintenance Requests:

For non-emergency maintenance requests you will need to set up an account with **eRentPayment** and submit maintenance requests online through that system. Please see the directions above in the "**Rent Payments**" section.

For emergency situations, defined as no water, no heat, no electricity (if it is only your unit that does not have electricity), or other items under our control on property, call (612)-703-6373.

For emergency situations requiring authorities (police, fire, utilities), those respective parties should be contacted first.

D. Utilities

Tenants are responsible for electric, Internet (optional) and cable (optional). You are also responsible for setting up electric.

Electric:

Xcel energy
www.xcelenergy.com
1-800-895-4999

Cable/Internet:

Comcast
www.comcast.com
(651)-222-3333

E. Renters Insurance

You must obtain renters insurance. Renters insurance protects your personal property against damage or loss, and insures you in case someone is injured while on your property. For more information visit:

<https://mn.gov/commerce/insurance/topics/home-property/renters-insurance.jsp>

F. Trash and Recycling

Dumpsters and recycling bins are located outside in the back of the building in the alleyway. Please dispose of your trash in securely tied trash bags. Do not leave trash in the hallways for it is a nuisance to other tenants.

You cannot throw any furniture or mattresses, in the dumpsters. If you are found to have thrown any of the above items in the dumpster, you will be fined accordingly.

G. Resident Parking Information

Resident parking is located in the parking lot across Portland Avenue and against the back of the building in the alley. **No guest parking is allowed in either area.** You must display your red parking permit in your car at all times. In the winter months it is important to check your e-mail after a snowfall. We will send out e-mails 12-24 hours before we plow telling you to move your car out of the parking lot. If it is not moved it will be towed.

H. Smoking

Smoking is not permitted anywhere on the premises except for in the back of the building where the cigarette butt holder is located. Please make sure all cigarette butts are placed in the holder in order to keep that area clean.