

Tenant info - Please email us your home, work, cell phone numbers & email address. Send to joe@raffonerealty.com

Initial ea box below	Important use/safety requirements. If your apt has these features please read follow this guide
CONTACT US	Business hours: 9:00 AM to 3:00 PM Monday-Friday. Telephone 288-5348 ext. 301 Emergency call 288-5348 ext 2. Your call will be forwarded to the person on-call. Mail: P.O. Box 185843 Hamden, CT 06518
WINDOW BLINDS	Window blinds only operate up/down when the blind is open.
FIREPLACE	If you have a fireplace with a gas insert please follow these steps in operating it. The fireplace has a damper (located above the gas log insert) that must be opened slightly during operation of the gas log device and closed afterwards. Safety tip: Be sure to have a plug-in carbon monoxide detector in the bedroom or area just outside the bedroom.
BASEBOARD HEATERS	If you have baseboard heat, please follow these steps for maximum comfort and efficiency. Efficient optimum operation depends on these factors: 1. Keep diffuser at upper portion of heaters open for maximum air movement over the warm fins. If there is too much heat in any one area, try closing the diffuser slightly on the heater in that area; 2-Keep curtains and furniture away from the baseboard heaters.
TRASH DISPOSAL & RECYCLING	1-After unpacking, please DO NOT leave boxes, packaging or other items discarded on/about the property. Trash left by Tenants will be removed by Landlord at Tenants expense. 2-Recycling is required. Cans, bottles, newspaper & cardboard must be separated from household trash, placed in separate recycling containers (containers are available from municipal public works dept) and placed at the curb the night before weekly recycle pick-up. 3-Household trash needs to be placed in trash cans that have tight-fitting covers (or rodents will become your neighbors) and placed at curb the night before weekly pick-up. Plash trash and recycling bins at the curb on: 65 Short Beach Rd//361Lenox :THURSDAY EVE for Friday collection; 81Edwards/119 Olive/317Willow :MON EVE for Tuesday collection; 1397 State: WEDNESDAY EVE for Thursday collection (or for the municipal trash pick-up schedule in your area contact the local public works department). Please return trash & recycling bins to the rear of the building soon after they are emptied.. 4-Tenants may NOT leave unwanted discarded furniture, packaging, etc on/about exterior. Contact local public works dept for info about municipal disposal. Tenants are responsible for disposal of their unwanted waste.
PARKING	If you plan to park on premises, you must have auto liability and property damage insurance coverage. Please provide us with a copy of your auto insurance card or ask your insurance agent to provide Raffone Realty with a certificate of insurance (fax to (203) 772-0170 att: Vita Raffone). Please do not park on the premises until we have your insurance information. Please do not park in or obstruct the driv e-way. Parking is as follows: ■ 361 Lenox: Please park in rear per parking plan layout. ■ 317 Willow -Park in rear or on Willow ■ 1397 State-Park in rear/right lot ■ 65 Short Beach Rd: Park on Vera St or off to the side in front circular drive to enable others to drive through.
?CABLE ?PHONE ?SATELLITE	To avoid paying expensive repair costs caused by unauthorized installation of phone, cable & satellite wiring, please DO NOT allow utility provider to proceed without obtaining our prior written approval for where and how the wiring and equipment is to be installed (refer to limitations outlined in your lease). Most apartments have been pre-wired. Cable/Phone Tech can only connect to our pre-wiring if: 1-Main cable/phone feed (usually from utility pole to building) attaches to our building inside conduit. Only conduit may be attached. Location of the conduit (if not already installed) must be approved in writing by Raffone Realty. 2. Individual service feeds for ea apt must be made within a service box (attached to conduit) on exterior of the building; The location of the service box (if not already installed) must be approved in writing by Raffone Realty. 3. For further guidance, please call us in advance of ordering cable, phone or satellite service and to arrange access to our central termination location. We are available Mon-Fri from 9AM to 4:30 PM at (203) 787-2900 x300. 4. 317 Willow Street Tenants: Y our apt has a free internet connection. We do not provide support. I find that re-booting my PC usually resolves my connection problems.
Internet	
Air Conditioners	Air conditioners may NOT be installed without first contacting Raffone Realty. Tenants are responsible for damage resulting from unauthorized installation or use of window air conditioners.
SECURITY ALARM	If your apartment is equipped with a security system you can have limited use of it without charge. Please contact us (203) 787-2900 x301 for information about using the alarm.
SMOKE DETECTORS & SAFETY	Please be sure to ck all smoke and carbon monoxide detectors when you move in and replace the batteries every 6 months. Replace batteries if the detector does not operate. Report ALL defective detectors to Raffone Realty and we will promptly arrange repair. It is a Federal, State & City/Town requirement that smoke detectors remain installed. It is a Federal Offense to remove them.
COMMON AREA LIGHTING	Common area lighting is for the most part automatic. Please DO NOT tamper with motion sensor switches or turn them from the "Motion Sensor" to "ON" settings. If lighting is inadequate or bulbs are not operating, please call Raffone Realty for service. <i>Energy conservation is everyone's responsibility.</i>