

Wilson Property Management, Inc.

Welcomes you to Gorman Street Village!

We are thrilled to have you as a new resident of Gorman Street Village and we hope to make your move into your new home go as smooth as possible! This handbook is to help answer frequently asked questions and to make sure you have a good understanding of your responsibilities to help you maintain your apartment!

If you need to contact the office for any reason the telephone number is (919)859-9552

Please do not hesitate to call (919)859-9552 if you have an emergency maintenance problem such as your apartment flooding. If you experience a security issue such as a break-in or fire you must first call 911 and then our emergency maintenance number!

IN CASE OF ANY SERIOUS EMERGENCY WHERE YOU NEED
MEDICAL ATTENTION, A POLICE OFFICER, OR THE FIRE DEPT.
PLEASE CALL **911**

Dishwasher

How to use a dishwasher:

1. Pre Rinse all residual food off of pots, pans, plates, and silverware.
2. Place dishes in designated slots: glasses and cups on the top rack, plates on the lower rack, silverware in the silverware rack, and arrange any other pots or pans around other dishes.
3. Fill both dishwasher cups with dishwashing detergent! MAKE SURE YOU'RE USING DISHWASHER DETERGENT! Please do not use regular dish soap in your dishwasher. Please be sure to check the instructions on your dishwashing soap before use.
4. Close the lid or lids of the dishwasher cup.
5. Close the doors securely, lock if necessary.
6. Choose a wash cycle appropriate to the load. Choose a drying cycle. Air drying is more energy efficient but it can sometimes leave the dishes with spots.
7. Start the dishwasher.
8. Allow the dishes to dry all the way before removing them from the dishwasher.

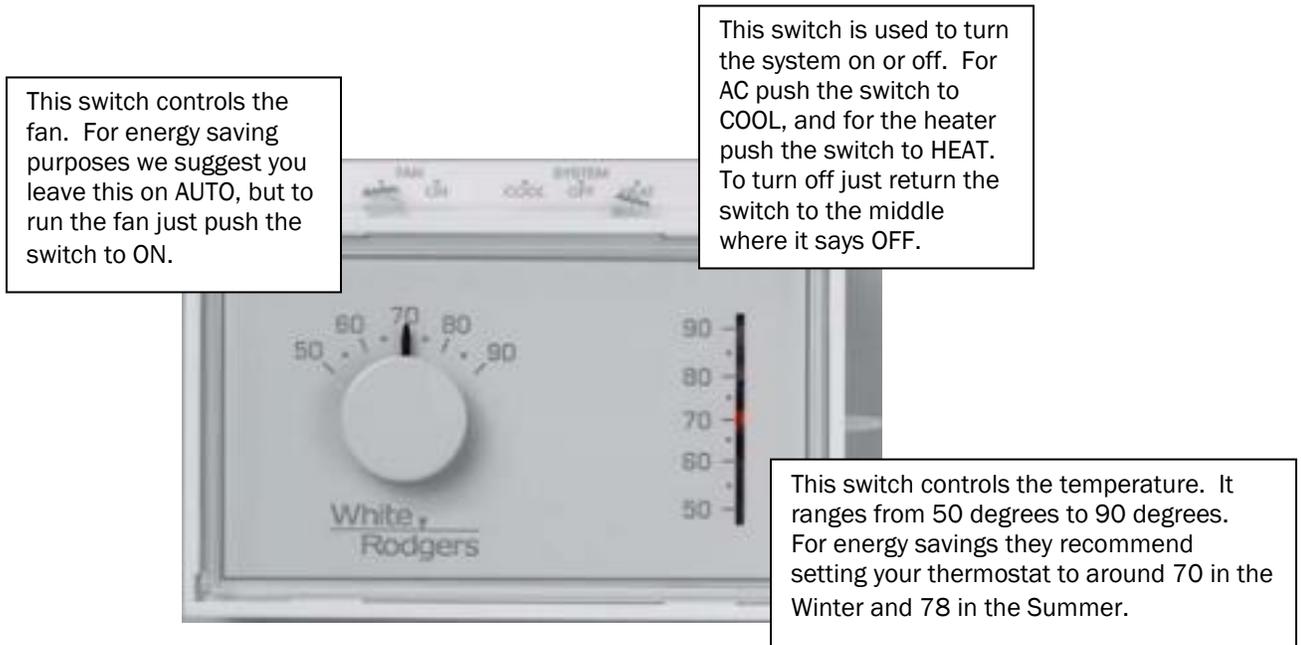
* If the dishwasher starts to leak while running please turn it off immediately and call maintenance! Try to clean up any water that is leaking.*

Sprinklers

Please DO NOT TOUCH or hang anything from the sprinklers that are located in the ceilings or walls of your condo. Touching them in any way may cause severe leaks and flooding in your condo as well as your neighbors.

Thermostat

When adjusting your thermostat you will have to adjust three different switches.



Light bulbs

You are responsible for changing your own light bulbs in your apartment. When you first move in all the light bulbs should be working, if they are not, be sure to write this on your move in check list.

How to change a light bulb:

1. Turn off the lamp or light fixture.
2. Allow a hot bulb to cool before touching it.
3. Grab the bulb lightly but firmly and turn counterclockwise until it is removed from the socket
4. Insert a replacement bulb lightly but firmly into the socket and turn it clockwise until it's snug. You are responsible for buying your own replacement bulbs!
5. Turn the lamp or fixture back on and throw the used bulb away.

Breaker Box

If you lose power in only portion of your condo please check your breaker box that is located in your kitchen and check to see if a breaker has tripped to the “off” position. If a breaker has tripped, please cut it back to the “on” position. If the breaker re-trips immediately, please call our maintenance number (919) 821-0522. Each breaker box will have a chart on the inside of the door showing which breaker controls each room in the condo.

Microwave

If your microwave is not working please be sure to check the breaker box first! If the breaker is on and the microwave is still not working then please call the office.

What types of cookware can and cannot go in the microwave:

Can Be Used: Glass, non lead/metal ceramics, and silicone

Cannot: Metal, Melamine, Silverware.

Plastic containers can be put in the microwave but be sure to check the label.

How to use your washing machine:

1. Sort your clothes. You should wash white or light-colored clothes together and dark-colored clothes together. Clothes should be further sorted according to their material. Heavy fabrics should be washed together and light fabrics should be washed together.
2. Turn on your washing machine. Set the controls of your washing machine according to what you are washing. Use hot water for only white cottons. Use warm or cold water for colored fabrics. Set the other controls according to the weight and durability of your clothing. To save on energy costs its best to wash everything in COLD water!
3. Add laundry detergent to your washing machine as the water is running. Follow the instructions on the detergent box.
4. Use the special bleach or fabric softener dispensers for your particular washing machine, if you are adding bleach or fabric softener. Otherwise, follow the instructions on the bleach and fabric softener packaging to find out how much and when you should add them to the washing machine.
5. Load your clothes loosely into the washing machine. Load the laundry to the top row of holes in the tub.

6. Close the lid and allow the washer to go through all the cycles and turn its self off before you unload the washed laundry.

How to use your clothes dryer:

1. Make sure the lint filter is clean before each load! When not cleaned out this can become a fire hazard. If your clothes are taking longer to dry, they don't fully dry, they are hotter than usual, the outside of the dryer gets hotter than usual or you smell a burning smell, STOP the dryer and check the dryer vent first!
2. Inspect washed items before placing them in the dryer. The dryer's heat will set in stains that have not been removed.
3. Shake each garment before transferring it from the washer to the dryer.
4. Choose a dryer cycle. Opt for the regular cycle if most of the load is all-cotton fabrics, or set it on permanent-press cycle if the load consists mostly of synthetic or permanent-press fabrics (a cool-down period prevents wrinkling).
5. Add a fabric softener sheet.
6. Start the dryer and allow the clothes to dry all the way. Once they are finished take them out and hang or fold them immediately.

How to reset your garbage disposal

Please do not EVER put your hand down the drain into the disposal while it is plugged in. If your disposal will not turn on first check to make sure that it is plugged in. If it is, then check your breaker box (located in your kitchen) to make sure the breaker has not flipped. The last thing to try if it's still not working is to press the reset button which can be found on the bottom of the garbage disposal under the sink.



If the disposal still does not work please contact the office.

What can and cannot be put into the garbage disposal?

Can: Boneless meat, pitless fruit, bits of food you scraped off dishes before/while washing . Egg shells are said to sharpen the blades

CAN NOT: Noodles, rice, banana skins, potato skins, avocado skins, fruit pits, bone, Glass, metal, rubber objects or highly fibrous food materials like cornhusks, shrimp shells, peach pits, artichoke leaves.

Other Important Reminders:

1. Please be sure to hang a shower curtain in your bathtub before using your shower. When using your shower the curtain **MUST** hang on the inside of the tub to help prevent the growth of mold and to prevent water damage to the floor and walls. Also make sure the exhaust fan is turned on any time the shower is in use.
2. If you hear water running in your bathroom while not in use please call the office and report this as soon as possible to prevent a significant effect on your water bill.
3. We do **NOT** allow pets at Gorman Street Village even on a temporary visiting basis. If you are found with a pet you will be fined.
4. Please do not put plastic bags over your smoke detectors!
5. We ask that you please only flush toilet paper in your toilets. This will help to avoid maintenance calls to your condo. Please purchase a plunger for your condo.
6. Trash should be removed from the apartment regularly and taken to the dumpster. Trash should also not be placed in the hallways or by your front door. You will be charged for any trash that has to be removed.
7. You must have a parking pass to park at Gorman Street Village. Each resident is provided with one parking pass upon move in and only one. There are **NO** guest passes. Guests must park parallel on Gorman St.
8. If your vehicle is inoperable/unlicensed, regardless if you have a parking pass, or if you are parked in an in appropriate place, the vehicle will be towed at the owner's expense
9. **NO GRILLS ARE ALLOWED.**
10. You are not allowed to add your own lock on your door unless you notify the office and bring a copy of the new key to the office.