



# THE VILLAGE APARTMENTS

- A FIRST MONTGOMERY GROUP COMMUNITY -

## NEW RESIDENT HANDBOOK



# WELCOME TO YOUR NEW HOME!

This handbook will answer questions that may arise regarding the care and use of your apartment. Please take the time to read it. Keep this handbook handy so you can refer to it as needed.

**The Rental Staff are available to assist you:**

- **Monday - Friday 9:00am - 6:00pm**
- **Saturday 10:00am - 5:00pm**
- **Sunday 11:00am - 4:00pm**

**Rental Office Phone: 856-772-1000**

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[TheVillageFMG.com](http://TheVillageFMG.com) | [facebook.com/villagefmg](https://facebook.com/villagefmg)

10 Lucas Lane Voorhees NJ 08043

**FOR EMERGENCY MAINTENANCE:  
WEEKDAYS BEFORE AND AFTER HOURS,  
WEEKENDS AND HOLIDAYS  
PLEASE CALL 856-873-8021**

*Thank you for choosing an apartment managed by  
First Montgomery Group, Creator of Fine Properties.*



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## THE VILLAGE APARTMENTS RESIDENT REFERRAL

Help us fill the Village with more  
wonderful residents like you!

### How It Works:

Simply tell your friends, co-workers, relatives, associates, clients, etc.

How much you love living at The Village and you can earn  
\$250 off your rent for 1 year leases!

### How It Works:

- Your referral **MUST** mention your name on their first visit with us.
- Reduced credits for short term referrals.
- Other terms and conditions may apply.
- Contact the office for more details.

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**IF YOU HAVE ANY QUESTIONS REGARDING ANY OF THE  
INFORMATION CONTAINED IN THIS HANDBOOK, PLEASE  
DO NOT HESITATE TO CONTACT CUSTOMER SERVICE.**

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## - EMERGENCY MAINTENANCE -

All requests for maintenance service must be called in to  
the rental office during office hours.

### **The maintenance staff is unable to schedule appointments.**

Service calls are completed in the order they are received.  
All maintenance requests will be performed during normal  
maintenance hours 9:00AM to 5:00PM weekdays. Only  
Emergency calls will be performed after hours.

### **Emergencies Consist Of:**

- No electrical power
- No water
- No heat
- No A/C- if called in before 8:00 p.m.
  - If request is received after 8 p.m., on call personnel shall contact the resident and perform minor troubleshooting over the phone: *"Is the thermostat set on cool?" "Is the thermostat set so that it's calling for cooling?" "Is the HVAC breaker tripped and need re-set?"*, etc. If none of these resolve the situation, on call personnel shall advise the resident that they will be out of the following morning to address the situation.
- Refrigerator not working
- Doors and windows not securable
- Sewer back-up
- Clogged commode (if unit has only one bathroom)
- Fire - call 911 first
- Major water leak
- Storm damage
- Icy walk, stairs, snow issues that pose a risk to the Residents and their guest
- Fire/Smoke/CO Detector Alarming

## - IF YOU ARE LOCKED OUT OF YOUR APARTMENT -

Please call the Leasing Office during regular business hours.  
After hours, residents must contact a locksmith.

**Only leaseholders and occupants named on the application  
to lease the apartment age 18 or older will be allowed  
entry, after showing identification.**

## - THE PROPER USE OF YOUR AIR CONDITIONER -

Your air conditioner is designed to reduce the temperature in your apartment and make you feel more comfortable by also reducing the relative humidity in the apartment. As a precaution, test your air conditioner in April to be sure it is operating properly.

Depending on the location of your apartment and the direction it faces, the cooling system should reduce the inside temperature to 15° lower than the outside temperature as well as reduce the relative humidity.

If you set the thermostat at more than 15° - 20° less than the outside temperature, the air conditioner will run constantly at a greater cost to you. The air conditioner is not designed to run continually and may malfunction if operated around the clock.

Listed below are some “DO’s and DON’Ts” which will keep your apartment more comfortable at a lower cost to you.

### - DON’Ts -

**DON’T** leave the air conditioner on all day. Turn it on when you’re home, but turn the temperature up when you’re gone. Otherwise it will run unnecessarily and waste electricity.

**DON’T** be concerned if your unit runs continuously after nightfall on a hot day. While the outside air will cool after sundown, the heat stored in your outside walls during the day will continue to flow into the apartment for several hours.

**DON’T** block the vents on the unit.

**DON’T** open windows after sundown. While night air seems cool, it is generally loaded with moisture which is soaked up by furniture and fabrics. This moisture will have to be removed the next day when you again turn on the air conditioner.

**DON’T** block supply or return air ducts.

### - DO’s -

**DO** turn on your bathroom exhaust fan while showering and leave it on until excess moisture is removed.

**DO** lower your thermostat setting two or three degrees before

entertaining. People give off constant heat and moisture, and a large group can create an extra cooling load.

**DO** call the leasing office for any repairs to the unit. Our staff is trained to perform this service. Turn the unit off immediately so it can be serviced.

**DO** clean the filter every few weeks in order to prevent mildew growth.

## - UTILITY BILLS -

You are responsible for the utilities consumed within your apartment.

The following suggestions are offered as ways to possibly lower your gas and electric bills.

### - HEATING AND AIR CONDITIONING -

As a precaution, test your air conditioner in April and heat in October to be sure each is operating properly.

Maintain thermostat controls for cooling at not less than 75° during the cooling season and heat controls at not more than 68° during the heating season.

Adjusting drapes, blinds or shades can help insulate your apartment.

The use of insulated drapes will greatly decrease heat transfer. For example, during the winter keep them open to let the sunlight warm the air and reduce the heating system’s load. On summer days, close drapes on the sunny side to reduce incoming heat.

Keep doors and windows to the outside shut when the air conditioning or heat is on.

The filter will be changed on the heating and cooling system twice in a twelve month period. You can periodically check the filter, if accessible.

If the filter needs to be replaced, please call customer service.

Never block the filter or registers with clothes, furniture, or bulky items as they will decrease the efficiency of the unit.

Appliances give off heat which the cooling system has to counteract, so during the hottest time of day, minimize their use.

After bathing, keep the bathroom door closed and turn on the bathroom exhaust fan or open the bathroom window to remove the moisture and prevent it from circulating throughout the apartment.

### Operating Instructions & User Controls

A 7 button touch key pad, located behind the control door, controls both temperature and operation mode. The key pads can be used alone or in combination.

- **THERMOSTAT SETTING**

- 7 BUTTON TOUCH PAD WITH DISPLAY

- Pressing the COOL thermostat control and the up or down arrows will provide a cooler room temperature. Pressing the HEAT thermostat control and the up or down arrow keys will provide a warmer room temperature.

- **LCDI OR AFCI POWER CORD**

- 230/208V and 115V units are equipped with LCDI or AFCI power cords and can open the electrical circuit to the unit. In the event the unit does not operate, check the reset button located on or near the head of the power cord as part of the normal troubleshooting procedure.

- **FAN SPEED**

- The fan speed touch key will deliver high, low or auto fan speed to circulate room air. NOTE: The AUTO selection will not be available if a fan speed is selected without COOL or Heat selection.

- Fan Operation HIGH or LOW with HEAT or COOL mode selected: *The selected fan speed shall run in the selected speed.*
    - Fan Operation AUTO with HEAT or COOL mode selected: *The fan will run in low and high speed. The changes in fan speed are automatic.*

- **DIAGNOSTIC LIGHT**

- The green diagnostic light located in the lower left hand corner of the touchpad and indicates operation warnings. This light usually indicates that either the filter or coils need cleaning.

*Please refer to the Maintenance and Cleaning section for the proper cleaning procedure. If this light is still on after cleaning, please contact the Leasing Office for assistance.*

### MONTHLY MAINTENANCE AND CLEANING

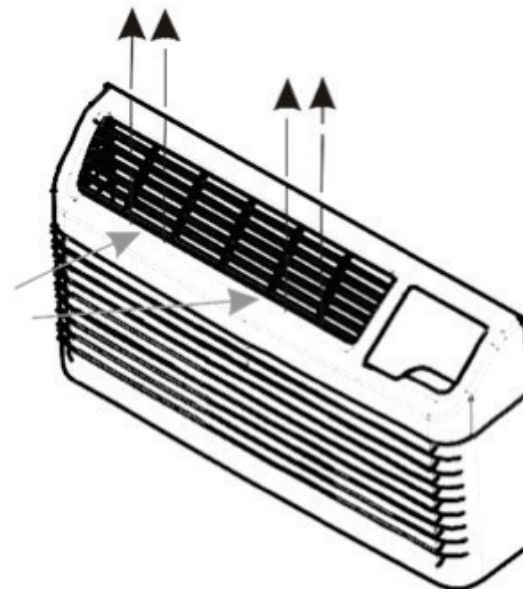
To properly maintain the operational performance of your PTAC unit, it is extremely important that the inlet air filters be cleaned once per month or more often if operated in dusty or dirty locations or conditions. The intake air filters are constructed of durable polypropylene. The “air intake” air filters can be easily inserted into the cabinet front using the cabinet filter guides. Before cleaning the intake filter, turn the unit off by setting the mode switch to the OFF position. Filter should be cleaned as required.

#### The following procedure is used to remove the intake filters:

1. Grasp each filter by its molded handle, located on the front edge of the front, below the discharge grill.
2. Pull the filter straight up and remove.
3. Clean filter with vacuum or with running water.
4. Reverse this procedure to reinstall the filters.
5. Filters are removed by grasping the filter's top and gently pulling up.

#### Front removal is not necessary to remove the filters.

*Filters are removed by grasping the filter's top and gently pulling up.*





### - KITCHEN -

The range will cook more efficiently if you match the diameter of pots and pans to those of the heating elements to prevent heat from escaping into the air.

Oven heat will not circulate efficiently, never use the oven to heat your kitchen.

Glass or glass ceramic baking dishes transfer heat better than metal and can be used in an oven set at 25° lower than required.

Whether cooked in the oven, broiler or on top of the range, frozen foods will use less energy if they are removed from the freezer and thawed in the refrigerator compartment first.

Do not set your refrigerator or freezer to run colder than necessary.

Small appliances such as microwave ovens, electric skillets, toasters, crock pots, etc. are an economical way to prepare small meals since they use less energy than the range.

### - APPLIANCES -

Any damage other than ordinary wear and tear will be your sole responsibility. Do not add decals or any type of stick-on decorations to the enamel surface of any appliance. Follow all directions in the instruction booklet as to operation and cleaning. If you have any further questions, call customer service.

### - REFRIGERATORS -

Do not overload the freezers; this will block air flow which will create a problem with the freezer temperature. For maximum efficiency the refrigerator coils should be dusted periodically.

In addition, you may have a grille on the front at floor level. Check the grille periodically and clear the lint using a brush or vacuum cleaner attachment. At least twice a year, remove the grille and clean the area behind it with a vacuum cleaner attachment.

**Before you start cleaning, turn temperature control to OFF.**

**Refrigerator Cleaning Caution:** *never use gritty soaps, abrasive cleaners or heavy duty cleaners on any part of your refrigerator.*

- **Food Compartment:** Wash with warm water and baking soda solution (3tablespoons to a quart of water) or mild sudsy water. Rinse and dry.
- **Ice Trays:** Wash with warm sudsy water. Don't use hot water or abrasive cleaners.

- **Door Seal:** Clean with mild soap and water, mild detergent, or soda solution described above.
- **Exterior:** Wipe with a damp cloth.

### BEFORE CALLING FOR SERVICE:

1. Is the cord firmly plugged into the wall outlet?
2. Have you tripped a circuit breaker?
3. Check the front grille for heavy dirt accumulation and clean if necessary.

### - RANGES -

#### General

Be sure to turn off all controls before cleaning. Do not use or spill oven cleaner on metal trim! Never use gritty soaps or abrasive cleaners on any surface. Do not use any sharp instrument (like a knife or razor blade) to clean any surface. Use gentle cleaners on all surfaces if you are only wiping it clean.

#### Exterior

Wipe up spills at once with a paper towel. Clean with a damp, sudsy cloth when surface cools. Then rinse and dry with a cloth.

#### Control Panel

Wash with a damp, sudsy cloth, then rinse and dry with a cloth.

### ELECTRIC RANGES

**NEVER** cover the stove top drip pans with aluminum foil, this creates a fire hazard.

**NEVER** cover the oven bottom or oven rack with aluminum foil. Improper use can cause poor heat flow, poor baking results, and may damage the oven finish. To prevent staining from spillovers, you may place a piece of aluminum foil or a cookie sheet on the rack below the food which may spill over.

The oven vent is located under the right or left rear burner. This area could become hot during oven use. It is normal for steam to come out of the vent and/or collect moisture underneath when the oven is in use. The vent is important for proper air circulation. Never block this vent.

## **BEFORE CALLING FOR SERVICE:**

### **Electric Ranges**

1. Is the electrical cord plugged firmly into the wall outlet?
2. Have you tripped a circuit breaker?
3. Is surface heating element level? Was unit replaced properly after cleaning?
4. Is burner perfectly flat? Is range level?
5. If oven doesn't heat, is oven control turned to BAKE or BROIL position and temperature control turned to ON?

## **- DISHWASHER -**

### **Interior**

Generally, the dishwasher tub is self-cleaning. However, after long usage in hard water areas, a white film may develop. The tub should then be wiped with a damp cloth and a mild cleansing powder.

### **Exterior**

To clean, wipe with a warm, damp, sudsy cloth; rinse and wipe dry. Do not use gritty or harsh cleaners.

### **Use of Dishwasher**

Do not use liquid soap unless it is specifically made for a dishwasher.

## **BEFORE CALLING FOR SERVICE:**

1. Is the control that starts your dishwasher in the "ON" position?
2. Is the door closed?
3. Have you tripped a circuit breaker?
4. Is the water supply shut-off valve turned on?

## **- GARBAGE DISPOSAL -**

### **DON'T PUT ANY DRAIN CLEANER INTO THE DISPOSAL.**

The chemicals in drain cleaners can ruin a disposal. If disposal won't operate or stops while running, it is usually due to an overloaded or jammed condition. Remember, do not put bones or fibrous materials such as potato skins, onion skins, banana peels, etc. into the disposal.

Be sure to run cold water while disposal is being used. Use

extreme caution due to sharpness of blades.

## **BEFORE CALLING FOR SERVICE:**

1. Wait about 3 minutes before pushing the reset button (usually red in color) on or near the bottom of the disposal.
2. Check to make sure you haven't tripped a circuit breaker.
3. Turn disposal switch to ON.
4. If still not working, please call the customer service department

## **- FANS & VENTILATING -**

Be sure to turn the fan off before cleaning or removing the filter.

### **Filters**

The mesh filters in your kitchen range hood fan should be cleaned regularly to reduce fire hazard and keep the pulling power of your fan up to its maximum. This will also help keep the area walls, floors and ceiling clean.

Clean the filter or filters by swishing them up and down in hot sudsy water. Then rinse with hot water and let drip dry. When replacing the filter, be sure it does not prevent the fan from spinning freely.

### **Fan Blades and Motor**

Clean with a damp, sudsy cloth. Do not put the fan or motor in water

### **Hood**

Excessive grease/residue can be a fire hazard. Clean both the top and underside of the hood with a damp, sudsy cloth. Cleaning the underside is very important since deposits here will form a hard residue that is very difficult to remove if not cleaned regularly.



- KITCHEN -  
CABINETS, COUNTER TOPS,  
FAUCET AND SINK

**Kitchen Cabinets**

Wood cabinets should be treated as any other wood furniture. Clean with the same cleaners and polishes you use for the rest of your wood furniture.

To clean laminated plastic cabinets such as Formica and metal cabinets, simply wash with mild soap and water, rinse and dry.

**DO NOT** hang wet or damp cloths or towels over the cabinet doors. This could cause swelling and damage to the door.

**Counter Tops**

These are made of high pressure, laminated plastic and are not harmed by ordinary solvents, alcohol, boiling water, acids and alkalies. They withstand heat up to 275°, but do not set cooking utensils from your oven or range top directly on the counter since the utensil will be hotter than 275°. Do not cut anything directly on the counter top. Use a cutting board. Some apartments may have counter tops that look like wood-grained butcherblock. However, they are not wood and will scratch like Formica. Please use a separate cutting board in these apartments as well.

To clean, simply wash with mild soap and water; rinse and dry.  
Do not allow water to stand or puddle on counter top surface.  
Waxing is not necessary.

**Kitchen Faucet & Sinks**

To clean, use soap and water with a sponge or cloth. Then rinse with clear water and polish with a dry cloth.

*If the faucet drips after being turned off, or you suspect the sink trap or disposal leaks, please contact customer service promptly as water leaks can be very destructive.*

- MOLD PREVENTION -

Molds are part of the natural environment and are naturally found outdoors as well as indoors. Molds are usually not a problem indoors unless they land on wet or damp spots and begin growing. While there are many types of mold, none of them will grow without moisture. Since it is impossible to eliminate all mold and mold spores indoors, some mold spores will be found floating through the air and in house dust. The mold spores will not grow if moisture is not present. Indoor mold growth can be reduced or controlled by controlling moisture indoors.

**TIPS FOR RESIDENTS**

*Residents can help minimize mold growth in their homes by taking the following actions:*

- Open windows. Proper ventilation is essential. If it is not possible to open windows, run the fan on the apartment air-handling unit to circulate fresh air throughout your apartment.
- In damp or rainy weather conditions, keep windows and doors closed.
- If possible, maintain a temperature between 50° and 80° Fahrenheit within your apartment at all times. This will help control the humidity level.
- Clean and dust your apartment on a regular basis as required by your lease. Regular vacuuming, mopping, and use of environmentally safe household cleaners is important to remove household dirt and debris that contribute to mold growth
- Periodically clean and dry the walls and floors around the sink, bathtub, shower, toilets, windows and patio doors using a common household disinfecting cleaner.
- On a regular basis, wipe down and dry areas where moisture accumulates, like counter tops, windows and windowsills.
- Use the pre-installed bathroom fan or alternative ventilation when bathing or showering and allow the fan to run until all excess moisture has vented from the bathroom.
- If overused, humidifiers used to add moisture to the air can contribute to potential mold growth.
- Use care when watering houseplants. If spills occur, dry up excess water immediately.
- Ensure that your clothes dryer vent is operating properly, and clean the lint screen after every use.
- When washing clothes in warm or hot water, watch to make sure condensation does not build up within the washer and dryer closet; if condensation does accumulate, dry with a fan or towel.
- Thoroughly dry any spills or pet urine on carpeting.
- Do not overfill closets or storage areas. Ventilation is important in these spaces.
- Do not allow damp or moist shoes, stacks of clothes or other cloth

materials to be in piles for an extended period of time.

- Immediately report any evidence of a water leak or excessive moisture in your apartment, storage room, or any common area.
- Immediately report any evidence of mold growth that cannot be removed by simply applying a common household cleaner and wiping the area. Also report any area of mold that reappears despite regular cleaning. Immediately report any failure or malfunction of your heating, ventilation, air-conditioning system, or laundry system. As your Rental Agreement provides, do not block or cover any of the heating ventilation or air conditioning ducts in your apartment.
- Immediately report any inoperable windows or doors.
- Immediately report any musty odors that you notice in your apartment.

## - PLUMBING FIXTURES -

### Sinks, Toilets and Bathtubs

*Please report all leaks and dripping faucets to management promptly.*

**DO NOT** place decals on the bathtub, sink or toilet. To clean fixtures, use soap and water with a sponge or cloth. Then rinse with clear water and polish with a dry cloth. If this method does not clean satisfactorily, a mild cleaning compound may be substituted for soap. But use only a mild cleaner. Avoid harsh, gritty compounds. In removing foreign deposits, avoid using a knife or razor blade. These may damage the surface.

**DO NOT** place lit smoking materials on vanity tops. Use caution when placing hot curling irons, etc. on vanity tops.

Minerals in some water can discolor and stain surfaces. Spilled medicines, hair rinses, and drain pipe solvents should be cleaned up immediately.

Use fixtures with care. A blow from a heavy or sharp object may mar or ruin a fixture.

After a toilet has been cleaned with cleanser, swab and flush bowl before using. Don't drop refuse, toys, sanitary napkins, disposable diapers, combs, and/or toothbrushes into the toilet. They can cause a stoppage and you may be charged to unclog the toilet.

## - WATER HEATERS -

All apartment water heater systems are equipped with a relief valve as a safety feature to prevent damage from excessive pressure and temperature. There is always danger that this valve may become corroded from long disuse. Please report any corroded pipes, valves, etc. that you see.

Recommended thermostat settings for normal everyday use is 120°.

**NEVER** turn on electricity when the heater tank is empty. Contact the leasing office or emergency maintenance depending on the time and day

The top of a water heater should never be used as a storage shelf.

**IF YOU DO NOT UNDERSTAND ANY MECHANICAL FUNCTION OF YOUR WATER HEATER, ASK YOUR PROPERTY MANAGER TO EXPLAIN IT TO YOU. WATER HEATERS SHOULD BE SERVICED ONLY BY THE MAINTENANCE DEPARTMENT.**

## - WATER LEAKS -

Please report all leaks, dripping faucets and/or water that is not draining properly to customer service promptly because a single water leak can cause damage to many apartments. **Failure to report water leakage may result in you being held responsible for damage which may occur.**

## - CERAMIC TILE -

Very little maintenance is required for ceramic tile. It does not need waxing or polishing. It does need to be washed with warm water and a mild detergent. Rinse and wipe clean and dry with a soft cloth. To clean the grout between the tiles, use a bristle brush and a mild scouring powder.

Avoid dropping heavy, sharp or solid objects on ceramic surfaces. You can use a silicone sealer material that will leave a transparent film on the surface of the ceramic tile. It results in a high luster that reduces surface attraction of dust, dirt, staining and water spotting. The silicone sealer will also deposit a waterproof seal on the grout between tiles which resists water and dirt penetration, helping to retain the original new look.

## - FLOORS -

### **Wood, Vinyl and Laminate Floors**

The first rule for proper care is... never use water on wood or laminate floors. That is why self-polishing waxes which contain water should not be used.

Rather, use a polishing type wax, in liquid or paste form. The frequency of application depends on floor wear. For regular maintenance a liquid “cleaning” wax that removes dirt, scuff marks, and grease, and leaves a protective coat of wax is preferred.

If excessively soiled, hardwood floors may be cleaned with mineral spirits, or some of the brand name cleaners designed for this purpose.

To protect the finish of the floors and prevent indentations, it is wise to put furniture rests under the legs of furniture to distribute the weight.

#### ***Special Suggestions***

1. Do not use paste wax or those containing petroleum solvents. Use only self-polishing wax or vinyl floor polish.
2. Do not use cleaning agents containing caustics, strong soaps or powders or solvents such as gasoline, kerosene, turpentine or benzene.
3. Use damp cleansing pad (or swiffer) and mild cleansing solutions to clean laminate floor.
4. All non-wood floors are subject to indentation from heavy loads. The use of non-staining casters and glides is necessary to provide adequate protection.
5. On new floors, allow sufficient time for the tile to set before washing. This may take from a week to 10 days. Daily sweeping with a soft broom is the only maintenance recommended for this period.
6. Never use sweeping compounds that contain free fats, oils or chemicals on asphalt tile, as they will soften the tile and muddy its appearance.
7. Coatings such as shellac, lacquer, varnish or plastic finishes are not recommended for non-wood floors. They may permanently injure the floor.

## **Carpet**

Carpets will give excellent service if they get reasonable care and attention.

#### ***Day-to-Day Vacuuming***

This has two purposes: to remove loose soil and to keep the pile erect. Vacuum daily in moderate and heavy traffic areas such as doorways, halls, etc. Vacuum entire carpet weekly. If applying any type of carpet deodorizer, it is very important to follow the instructions included with the deodorizer. If the instructions include vacuuming, be sure to do this thoroughly to avoid carpet damage. This prolongs the life of the carpet and delays the need for wet shampooing.

#### ***Quick Attention to Spots***

Act quickly when anything is dropped or spilled to remove spots and stains before they dry or set. Have necessary cleaning equipment always on hand and try to identify what caused the spot or stain and remove it by following directions carefully. You will be charged if the spot cannot be removed with normal cleaning. You could be charged for carpet replacement if the spots cannot be removed. If you cannot remove the stain, please call customer service as soon as possible.

#### ***Important Reminder:***

PLEASE DO NOT PLACE FLOWER OR PLANT POTS DIRECTLY ON THE CARPETING in your apartment. When the plants are watered, many of the chemicals that are used to fertilize them can cause stains.

Even professional carpet cleaners cannot remove these stains.

Any flower pot placed on the floor should be placed in a plastic container or a saucer that is non-porous. Porous saucers and containers (like terra cotta) allow water seepage onto the carpet.

Check under all plants that are placed on the carpet EACH WEEK and notify customer service at once if a stain does occur. Thank you for your cooperation.

## - ELECTRICAL SYSTEMS -

The wiring in your apartment building meets code requirements and safety standards, and will accommodate an adequate number of electrical appliances. Portable appliances which require your personal attendance for their operation may be used.

### **Electrical Systems Safety Devices**

The electrical wiring and equipment in your apartment are protected by circuit breakers located in a main electrical panel. They are the safety valves of your apartment's electrical system. The circuit breaker panel is for your safety.

If a breaker is tripped, determine which circuit. Push the switch fully to the "off" position and then return the switch to the "on" position. You may have overloaded the capacity of that circuit and may need to relocate an appliance or lamp to a different circuit. If the breaker trips a second time, report it to customer service or emergency maintenance depending on the time of day this occurs.

### **Power Failure**

In case of complete power failure in your apartment, first check to see if your neighbors have power; if so, probably one of your main breakers tripped. Find out what caused the breaker to trip before you reset it. Your breakers are located behind a pull-out in your panel bearing the designation MAIN. If your neighbors do not have power, the difficulty is probably somewhere on the power lines outside the apartment. Report it to customer service or emergency maintenance depending on the time and day.

## - FIRE PREVENTION -

***BE SURE THAT ALL OCCUPANTS KNOW WHAT TO DO IN THE EVENT OF A FIRE. AN ESCAPE PLAN IS NECESSARY.***

**If a fire occurs, GET OUT OF THE BUILDING.  
DO NOT RE-ENTER A BURNING BUILDING.**

**Call 911 to report the fire; do not depend on someone else to notify the Fire Department.**

*Upon moving into your apartment, familiarize yourself with the layout.  
Fire extinguishers are located under the kitchen sink.*

### **Safety Tips for preventing fires:**

- KEROSENE HEATERS ARE NOT PERMITTED IN YOUR APARTMENT OR THE STORAGE AREA WITHIN THE COMMUNITY.
- The use or storage of charcoal, gas grills or open-flame burners is prohibited anywhere in the apartment, balcony or patio.
- Keep cooking areas clean and clear of materials that could catch fire. Keep kitchen ranges, hoods and surrounding walls clean; make sure nothing is stored in the oven before lighting it. Do not hang towels, curtains or combustibles above range burners. Do not store mops, brooms, ironing boards or combustibles near a water heater or furnace. **ABSOLUTELY NOTHING SHOULD BE STORED IN A FURNACE ROOM.**
- Never leave food cooking on the stove top unattended. Keep a close eye on food cooking in the oven.
- Lit candles should be constantly monitored by an adult and extinguished when adults leave the room or go to sleep. Use candle holders that will not tip over, are made of non-combustible materials and are big enough to catch dripping wax safely.
- Supervise children at all times.
- Keep matches and lighters up high and out of children's sight and reach.
- Smokers must be sure that ashtrays are large and deep and will not tip over. Douse cigarette and cigar butts with water before discarding. **NEVER SMOKE IN BED.** Smoking is not permitted in the common area hallway. When smoking outdoors, fully extinguish smoking materials and place them in a proper receptacle.
- Never store flammable liquids or gases in your apartment or in any storage area within the community.
- Keep trash and refuse in plastic or metal containers with tight fitting lids. Do not accumulate rubbish, such as old paper, broken furniture, old cloths, paint cans or other useless items.
- Do not place mattresses or other furniture tight against appliance plugs or outlets.

- If you have small children, install outlet covers to prevent them from harming themselves by inserting anything into receptacles.
- Replace all loose, frayed or broken cords on electrical devices immediately.
- Do not overload extension cords by plugging in appliances that draw a total of more watts than the rating of the cord.
- Follow the manufacturer's instructions for plugging an appliance into a receptacle outlet. As an added precaution, avoid plugging more than one high wattage appliance into a single receptacle.
- Replace cracked or worn extension cords immediately.
- Use extension cords only when necessary and on a temporary basis. Never use an extension cord when it is coiled or looped. Never cover any part of an extension cord with newspapers, clothing, rugs or any objects. Never place an extension cord where it is likely to be damaged by furniture or foot traffic.
- Never use a damaged or spliced extension cord.
- Never use staples or nails to attach extension cords to a baseboard or to any other surface. This could damage the cord or present a shock or fire hazard.
- Check the extension cord plug and body of the extension cord while the cord is in use. If the cord feels hot or there is a softening of plastic, this is a warning that the plug wires or connections are failing and the extension cord should be discarded and replaced.
- Water heaters, furnaces and air-conditioning equipment are to be serviced by the Maintenance Department only.

#### SMOKE DETECTOR AND/OR COMBINATION SMOKE AND CARBON MONOXIDE ALARM

YOUR APARTMENT IS EQUIPPED WITH AT LEAST ONE SMOKE DETECTOR OR CARBON MONOXIDE ALARM OR A COMBINATION SMOKE DETECTOR AND CARBON MONOXIDE ALARM. FAMILIARIZE YOURSELF WITH THE LOCATION(S) AT MOVE-IN.

NEVER ATTEMPT TO REPAIR OR DISABLE THE DETECTOR(S) I  
ALARM, THIS MAY BE FATAL TO YOU IN CASE OF FIRE.

TEST EVERY DETECTOR(S) I ALARM AT MOVE-IN AND WEEKLY THEREAFTER FOLLOWING THE DIRECTIONS IN THIS HANDBOOK.

#### -SMOKE DETECTOR AND HOW IT OPERATES -

It is an established fact most fire fatalities are overcome by smoke before the flames even touch them.

To provide early warning against dangerous smoke accumulations, your apartment has an Electronic Smoke Detector that sounds an alarm whenever there is excessive smoke, which may be caused by smoldering cigarettes in your trash container, overheated pots or ovens in your kitchen - or any number of reasons.

When the alarm sounds a "smoke alert," investigate immediately what is causing the alert. Once the emergency is over, press the test button to reactivate the smoke detector.

Please check your smoke detector at move-in and weekly thereafter by pushing the light, which may be red or green. If the buzzer does not sound, call customer service or emergency maintenance depending on the time and day immediately. Report this or any malfunctioning detector at once.

#### WHAT TO DO IF THE SMOKE DETECTOR SOUNDS

*If the smoke alarm is activated, it will automatically reset to "normal" mode when the smoke is cleared.*

Smoke alarms are designed to minimize false alarms. Cigarette smoke will not normally set off the alarm, unless the smoke is blown directly into the alarm. Combustion particles from cooking may set off the alarm if located too close to the cooking area. Large quantities of combustible particles are generated from spills or when broiling. Using the fan on the range hood will help circulate the combustible product from the stove area either outside or through the range hood vents.

**FIRE:** If smoke is detected, the alarm will beep. This pattern is repeated until the smoke is eliminated. The red LED light will flash while in alarm/voice mode.

If the alarm sounds, check for fires first. If a fire is discovered follow these steps. Become thoroughly familiar with these items, and review with all family members!



- Alert small children in the home.
- Leave immediately using one of your planned escape routes. Every second counts, don't stop to get dressed or pick up valuables
- Before opening inside doors, look for smoke seeping in around the edges and feel with back of your hand. If the door is hot use your second exit. If you feel it's safe, open the door very slowly and be prepared to close immediately if smoke and heat rush in.
- If the escape route requires you to go through smoke, crawl low under the smoke where the air is clearer.
- Go to your predetermined meeting place. When two people have arrived one should leave to call 911 from a neighbor's home, and the other should stay to perform a head count.
- Do not reenter under any circumstances until fire officials give the go ahead.
- There are situations where a smoke alarm may not be effective to protect against fire as stated in the NFPA Standard 72. For instance:
  - a. smoking in bed
  - b. leaving children unsupervised
  - c. cleaning with flammable liquids, such as gasoline

### **WHAT TO DO IF THE CARBON MONOXIDE ALARM SOUNDS**

**WARNING** - Actuation of your CO Alarm indicates the presence of Carbon Monoxide (CO) which can kill you.

The alarm consists of several short beeps. This warning continues until the unit is reset or the CO is eliminated. The unit will automatically reset when the CO concentration drops to an acceptable level or the unit can be manually reset by pushing the test button on the unit. If the CO concentration is at an acceptable level, the unit will return to the "normal" mode. If the concentration remains too high, the unit will reactivate.

**WARNING** - Actuation of your CO Alarm indicates the presence of Carbon Monoxide (CO) which can kill you.

### **IF ALARM SIGNAL SOUNDS:**

1. Operate the test button on the unit. If the CO concentration is at an acceptable level, this will reset the alarm to the "normal" mode. If

the CO level is above acceptable limits, the unit will reactivate.

2. Call 911 to report the problem.
3. Immediately move to fresh air - outdoors or by an open door I window. Do a head count to check that everyone is there. Do not reenter the premises nor move away from the open door I window until the emergency services responders have arrived, the premises have been aired out, and your alarm has reset and remains in its normal mode.
4. Contact the leasing office or emergency maintenance, depending on the time and day, to have them investigate and eliminate any conditions causing the elevated CO level or causing the unit to malfunction.

Never restart the source of a CO problem until it has been fixed.

**NEVER IGNORE THE ALARM!**

### **BARBECUES BANNED**

COOKING, OF ANY TYPE, IS PROHIBITED ON BALCONIES AND PATIOS. THE USE OR STORAGE OF ANY CHARCOAL OR GAS GRILL OR OTHER OPEN FLAME DEVICES IS PROHIBITED ANYWHERE IN YOUR APARTMENT, BALCONY, OR PATIO.

IF YOU ARE FOUND USING A GRILL IN OR NEXT TO THE BUILDING, THE LOCAL FIRE DEPARTMENT CAN FINE YOU UP TO \$500. THIS RULE IS FOR YOUR SAFETY AND THE SAFETY OF OTHERS RESIDING IN YOUR BUILDING.

### **SAFETY TIPS:**

1. Never open your door unless you know who is on the other side. Look through the window or peep sight before opening the door
2. Keep your apartment doors locked. Always use the dead bolt.
3. If a person comes to your door and says he/she is there to check something in your apartment, make the person show identification before letting them in.
4. If you notice a strange person loitering around your apartment building or any suspicious activity, call the police and then notify customer service.
5. Residents must provide the rental office with a key for any



additional lock installed on the apartment door. Maintenance cannot be scheduled for residents who refuse to give us keys. Residents will be charged for any damage resulting in our inability to enter the apartment on our attempts to enter in an emergency.

### - INSURANCE -

You are responsible for insurance your own personal property. Don't delay; purchase a renter's form of homeowner's insurance coverage. The "renters" policy is especially designed to fit the needs of apartment dwellers, providing protection of personal property and for personal liability:

**PERSONAL PROPERTY COVERAGE** is available to protect against loss or damage caused by fire, theft, smoke, vandalism, accidental leakage, overflow of the plumbing systems, and other causes.

**FAMILY LIABILITY COVERAGE** protects against accidental injury within your apartment premises of someone not a member of your household and against bodily injury or damage to the property of others for which you may be legally liable, including cost of legal defense. It generally covers liability arising out of fire, flood or explosion for damage to the premises or to property within the premises. This is particularly pertinent as a resident could be held liable for fire damage to the apartment premises.

The owner of the apartment has no legal liability for damage to your personal property whether caused by your negligence, the negligence of others, the malfunctioning of an appliance, or by the effects of weather.

Thus, if there were a fire in your building started by another person which caused damage to your property and that person had no insurance, any repairs or replacement to your property would be at your expense.

### - BALCONIES/PATIO AREAS -

A balcony I patio area is an area to enjoy. If you store items on the balcony or patio area, it not only detracts from the community, it can be a safety hazard. Only outdoor patio furniture is permitted. In the event of high winds, the furniture should be stored inside of your apartment.

If your balcony floor is made of wood with space between the flooring, be careful when you clean so as not to drip or spill water on your neighbor below. The best way to clean is with a damp mop with most of the water squeezed out.

Do not permanently install floor coverings such as indoor/outdoor carpet on your balcony or patio area.

***Never allow children or pets to be unattended on a balcony.***

### - WINDOWS/PATIO DOORS -

Do not cover the windows or patio doors with paper or plastic or any other materials other than white backed window coverings. Do not use duct tape, masking tape or any other adhering type material on the window frame or the window.

Even though windows are weather-stripped, cold panes can set up a current of cool air which will move through the room. This makes people think there is leakage around the windows. Actually it is caused by the chilling of the room air against the window, which then sets up a cold-air current. Air in motion feels colder, as in the case of an electric fan which does not cool air but sets it in motion.

Windows are the first indicators of excessive moisture in a room. Condensation occurs when moist warm room air comes in contact with a colder surface such as glass. The remedy is to cut down the moisture content of the area by opening windows and turning on bath and kitchen fans or using the HVAC system.

### WINDOW CARE

These can be maintained in proper operating condition by the use of soap and water on the frames when washing the glass. Most sliding windows, horizontal or vertical, are designed for a ten pound pull. If sticking occurs or excessive pressure to open and close is necessary, silicone lubricant in spray cans is available in most hardware stores.

Do not use a petroleum based material

### PATIO DOORS

The same care given to windows should be applied. Be sure there are no foreign objects in the track which might impede the proper operation.

Acquaint yourself with the operation of the door hardware for maximum security.

### **SCREENS/WINDOW LEDGE**

Screens are provided for windows and sliding patio doors. Please contact customer service for repairs I replacements. If screens are damaged by your abuse, you may be held responsible for the cost of repairing them.

No one is to stand on any window ledge or lean on any screen in or outside of the apartment or in the community.

### **- BREEZEWAYS -**

All breezeways **MUST** be kept free of obstructions. Bicycles, shoes, baby carriages, etc. must be kept inside your apartment. No littering. Bicycles, toys, lawn furniture or any of the like are not permitted to be left on the walkways, stairwells or grassy areas. Any personal articles left outdoors will be considered abandoned and disposed of by management.

### **- WALLS -**

When placing furniture in your rooms, keep it at least 3 inches from walls. The furniture causes a dark line on the walls which is impossible to wash off.

Before hanging pictures or wall objects in your apartment, consult with your property manager on the type of hanger to use.

### **- WASHERS & DRYERS -**

#### **HELPFUL HINTS FOR YOUR WASHER AND DRYER**

1. Read the directions on the appliance before starting the washer or dryer.
2. Empty pockets of nails, bolts, hairpins, tools, money, etc. These articles may damage the machine and impair its operation.
3. Go easy on soap: overloading will not give you a bright wash and takes longer to dry. Use about 'Y.I to %cup of soap per load.
4. Do not overload because:
  - A. Your wash will not get as clean as it should.
  - B. Drying takes longer.
  - C. It may cause unnecessary repairs.
5. **DO NOT TINT OR DYE ARTICLES IN THE WASHERS.**
6. Do not dry garments that are trimmed with plastic, leather or rubber, as they may melt or burn.

7. When cycle is finished, remove your laundry promptly.

8. Should you experience any type of problem with the washer or dryer, call the rental office.

### **- PEST CONTROL -**

Keep in mind; it is almost impossible to control all insects 100% of the time. A number of insects, like clover mites and flying ants, have a short life span. They originate outside and migrate into the dwelling at certain times of the year - for a short time.

Ward Off Exterminating comes every Thursday. Please contact the office to have your name added to the list. If there is an emergency, we will attempt to set up an earlier appointment.

### **- ASPHALT -**

Asphalt driveways, parking areas, walks and other areas can be seriously damaged if gasoline, oil or other such materials are dropped or spilled on them. If you do spill such materials on blacktop, wash off immediately with lots of water.

### **- UTILITY INSTALLATION OR CHANGES -**

In order for the gas and electric or telephone company to enter your apartment, you must be there as we will not open the apartment for the utility company except in an emergency.

### **- CABLE TV -**

Contact your local cable company to obtain service. The inside front cover of this handbook offers the number for Comcast or Xfinity.

### **- SATELLITE DISH INSTALLATION -**

Please contact customer service if you are considering or wish to install a satellite dish. Certain restrictions apply. There are specific requirements which must be met prior to installation, which include but are not limited to, obtaining insurance, paying a deposit and signing a Rental Agreement Addendum. You will be required to meet all installation requirements as well.

### - TRASH/DUMPSTERS -

For the use of our residents, dumpsters have been situated throughout your community. Please place all trash and garbage in the dumpster, not beside it. Further, large items such as mattresses, furniture, etc., may not be placed in or around the dumpster. It will be necessary for you to take this to a facility that accepts large items.

### - HELPFUL HINTS FOR VACATIONS -

1. Stop your mail, newspapers, and other regular deliveries normally left at the front door of your apartment.
2. Don't pull all the drapes or close all the blinds unless you normally keep them closed.
3. Turn your central heating thermostat down or air conditioning thermostat up a few degrees to save energy. Do not turn control completely off. You will be responsible for any damages to your apartment and others if your failure to leave the heat or air conditioning on is the cause of those damages.
4. Close and lock all windows. Even windows open just a fraction of an inch can let in a lot of water in a driving rain storm if it blows from the right direction.
5. If you normally keep a light on all night, leave it on so things look normal in your apartment.

### - COLD WEATHER PRECAUTIONS -

1. THE HEAT IN YOUR APARTMENT SHOULD NOT BE TURNED OFF AT ANY TIME because the pipes in your apartment or an adjacent apartment could freeze.
2. When the temperature is 20 degrees or below, allow the faucets to trickle to prevent the pipes from freezing.
3. When entering or leaving the building, close the entrance door tightly.

Please refer to your Rental Agreement regarding your responsibility should pipes freeze as a result of your not having the heat on in your apartment.

### - SNOW REMOVAL -

During the winter we can expect snow and ice to accumulate.

The Maintenance Department will make every effort to clear walks and parking lots in your community in a timely manner.

When storms produce these conditions, we cannot stop to clean your vehicle without inconveniencing all of our residents by not clearing lots and walks.

You should consider purchasing a snow shovel to use around your vehicle when these conditions prevail.

Try to be courteous and avoid covering or blocking your neighbor's vehicle as you remove accumulated snow from and beside your vehicle.

Do not attempt to block or save parking spaces previously cleared of snow.

To the extent possible, do not shovel snow onto walks or streets that have been cleared of snow.

### - RENEWALS, PRE-TERMINATION OF LEASE - AND MOVING

#### LEASE RENEWALS AND EXTENSIONS

A renewal is sent from our main office approximately 75 days prior to your lease expiration date. This letter informs you of your upcoming lease expiration and gives the option to either renew or another year or vacate at the end of your lease. The date in bold provided at the bottom of the letter is the date that the letter **MUST** be signed and returned to the Leasing office with your decision. A 60 day notice is required prior to moving out. Handing the renewal in by the bold date would be your 60 day notice. The lease will automatically renew for a year should notice not be received by the date in bold. All of this information is also explained within the renewal letter.

Lease extensions such as going month to month or a shorter term lease length other than 12 months are available. Any of these options **MUST** be added by the date in bold at the bottom of your renewal letter. If this is something you are interested in, stop in the Leasing office for more details.

## **PRE-TERMINATION OF LEASE**

If at any time, you should need to break your lease,  
the following is needed:

- A 60 day notice is required by the first of the month. These 60 days are considered rent and the resident should reside in the apartment if possible.
- After the 60 day notice, a 2 month pre-termination fee is accrued. Should you need more information on this policy, please contact the Leasing Office.

## **MOVING**

Your keys must be returned to the rental office; otherwise, you will be held responsible for the replacement of keys or the lock.

1. Spackle all large holes in walls. You are not responsible to fill nail holes from hanging pictures on the walls.
2. Clean the entire apartment, including all appliances.
3. Remove all items from the refrigerator.
4. If a storage area has been provided, remove personal belongings.

Any items remaining in the apartment or the storage area after the expiration date of the lease will be disposed of at your own risk and expense.

Do not park or drive on the grass or the sidewalk when moving or at any time during your tenancy.

IF YOU HAVE ANY QUESTIONS REGARDING ANY OF THE  
INFORMATION CONTAINED IN THIS HANDBOOK, PLEASE DO  
NOT HESITATE TO CONTACT CUSTOMER SERVICE.

*Thank You!*

## THE FAIRWAYS

CHESTER COUNTY › THORNDALE, PA

[thefairwaysfmg.com](http://thefairwaysfmg.com)

## THE COURTYARDS

BURLINGTON COUNTY › EDGEWATER PARK, NJ

[thecourtyardsfmg.com](http://thecourtyardsfmg.com)

## WESTGATE VILLAGE

CHESTER COUNTY › MALVERN, PA

[westgatevillagefmg.com](http://westgatevillagefmg.com)

## MELROSE STATION

MONTGOMERY COUNTY › MELROSE PARK, PA

[melrostationfmg.com](http://melrostationfmg.com)

## VILLAGE SQUARE

BURLINGTON COUNTY - MOUNT HOLLY, NJ

[villagesquarefmg.com](http://villagesquarefmg.com)

## THE VILLAGE AT VOORHEES

CAMDEN COUNTY - VOORHEES, NJ

[thevillagefmg.com](http://thevillagefmg.com)

## APPLEBY APARTMENTS

NEW CASTLE COUNTY - NEW CASTLE, DE

[applebyfmg.com](http://applebyfmg.com)

## UNITED COMMUNITIES

MCGUIRE AIR FORCE BASE - NJ

[UCMDL.com](http://UCMDL.com)



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FIRST MONTGOMERY GROUP

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- CREATOR OF FINE COMMUNITIES -

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