**Welcome to “600 on Broad”!!!**

**MOVING INSTRUCTIONS:** Scheduling arrangements MUST be made in advance with Marion for access to the elevator. Please email Marion to make arrangements to reserve the elevator and loading zone. We are limited to 1.5 hour time slots. Elevator times are first come first serve so book early!

**APARTMENT KEYS:** On the day of your scheduled move in, each tenant will be provided with one (1) mailbox key, one (1) apartment key & (1) front door key fob.

**FITNESS CENTER & COMMUNITY LOUNGE:** Located in the courtyard area of the building & can be accessed with your fob from the front door. It is available 24 hours a day.

**DISPOSING OF BOXES AND TRASH AFTER YOUR MOVE:** A trash room is located on each floor next to the elevator. Please break down all boxes and stack neatly in the trash room.

**OBTAINING UTILITY SERVICE:** It is NOT necessary to set up any utility services. Management has turned on the electric + water and placed the billing in your name. Within 30-45 days of your move-in, you will receive a bill directly from First State Mechanical.

***COMCAST CABLE & INTERNET***: [Kevin\_Raquet@comcast.com](mailto:Kevin_Raquet@comcast.com) or 215-519-3047.

***VERIZON FIOS: For cable/internet/phone services you can contact Amanda at VERIZON (267)858-1741 or email is Amanda.gutmaker@smgi-verizon.com. FIOS package details and installation specials. Please contact Verizon for set up. The property name is 600 on Broad.***

**PAYING RENT:** Rent is due on the first of the month. Rent is considered late after the 5th day of the month. If your rate is late, you will be charge a 5% late fee.

Make checks payable to PMC Property Group and please remember to include your apartment number and building.

**REPORTING A MAINTENANCE REQUEST:** Please call the management office at(215) 564-4750 between the hours of 8am - 5pm Monday through Friday, or you may email the Property Manager at [marionf@pmcpropertygroup.com](mailto:marionf@pmcpropertygroup.com) or seane@pmcpropertygroup.com Please give the following information: building, apartment number, request, name and contact number. If there is an emergency after normal business hours (8am-5pm) please call the Parkway House at (215) 564-4750 and our on-call maintenance will assist you.

**PACKAGE DELIVERIES AND MAILING:** Your mailing address is 1440 Mt. Vernon St. Philadelphia, PA 19130. The U.S.postal Service has access to the building and will leave your mail in your designated mailbox. Bulk mail packages ( FedEx, U.S.Postal and UPS) will be accepted by the front desk attendant. Tenants will need to show proper identification, and sign for the packages with the front desk.

**PARKING:** Alternative parking for tenants with parking will be provided until on-site parking is available. Afterwards tenants with parking will be given a parking pass to park on the 2nd level lot. Spaces will be assigned. Anyone without a parking pass displayed on their windshield will be towed at the owner’s expense. You can also purchase city permit sticker #6 thru the PPA to park anywhere off street. You must have PA tags. The zone 6 sticker allows you to park off street for just $35/yr.

**GENERAL:**  New to the area and looking for dining, shopping, area attractions, grocery stores, etc?  Check out [www.walkscore.com](http://www.walkscore.com) and type in 1440 Mt. Vernon St. Philadelphia, PA19130 to find out how much is within walking distance making “600 on Broad” one of the best locations in town.