

OAKBRIDGE MANAGEMENT

39 New Haven Road
Seymour, Connecticut
(203) 888-9342

WELCOME!

OAKBRIDGE MANAGEMENT is the management company for the apartment building in which you will be residing. We have prepared the following information in order to familiarize you with our office procedures as well as other information you may find useful.

OFFICE HOURS

Office hours are from 9:00 a.m. to 4:00 p.m. Monday through Friday. At other times, including weekends, you may leave a message with our answering service.

RENTAL PAYMENT POLICY

All rent payments are due on or before the **first** day of every month. Your checks can be mailed to our company, but please make sure you **DO NOT** make Oakbridge Management the payee on your check. Cash is not preferred; however, is accepted during office hours.

Make your checks payable to the complex name of which you reside. Please make sure your unit number is noted on the memo line of your check.

If you choose to mail your rent payment, mail to:

Oakbridge Management
39 New Haven Road
Seymour, Connecticut 06483

UTILITIES

1. Please call the specific utility company that handles your apartment and schedule the initial service as soon as possible. Electricity can usually be turned on in a couple of days; however, telephone and cable TV usually take over a week. The gas company insists someone be home to inspect the gas lines prior to activation. Any appointments which are needed to secure service must be handled between yourself and the utility company. **We do not provide personnel to handle this responsibility.**

Electric: CL&P	1-800-286-2000
Telephone: AT&T	1-800-453-7638
Cable: Comcast	1-866-200-6680
Gas: Yankee Gas	1-800-989-0900

2. Your apartment has an electrical distribution panel which you should become familiar with. Please make sure each circuit breaker is marked, and you are aware of what it controls.
3. Your apartment has a water shut-off valve usually located in a closet or near the hot water heater. Please familiarize yourself with its operation so you are fully aware of how to shut off a water problem such as a leaking water heater.
4. Maintenance is performed as prompt and as efficient as possible. It is helpful to provide clear and precise descriptions of the problems when reported. All maintenance is performed during the regular office hours.
5. Oakbridge Management **DOES NOT** have 24 hour a day service. As a tenant, you should be prepared to handle an emergency if the need arises. Some rare but previous examples are:
 - a) Loss of keys (at 2:00 a.m. in the morning).
 - b) A leaky hot water heater (on Saturday or Sunday).
 - c) A tripped circuit breaker.

EVERYDAY TIPS

1. Smoke Detectors – Smoke detectors have been provided in all apartments. The units should have been inspected, cleaned and confirmed to be in working order prior to your move-in. However, if the unit is not working, it is your responsibility to notify our office immediately. You should test your smoke detector twice a month and replace the battery when needed or annually.
2. Dumpsters – Please be conscientious when utilizing the dumpsters: flatten boxes, bag all trash, and place all debris inside the dumpster. Please do not place oversized or excessively large items, such as furniture, etc. in the dumpster as it will result in an unsanitary condition for everyone. Never block access to the dumpster.
3. Noise – Please be considerate of your neighbors and they will, no doubt, be considerate of you.

FINAL COMMENTS

We hope that the above information will be beneficial to you and your family. We again want to welcome you to our community. We sincerely hope your stay with us will be enjoyable.