

**301-309 Lockard St**

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***Welcome!***

We hope you enjoy the year at Bloom U. We are happy to make your living arrangements as comfortable and as safe as we can. In order to help the moving in process, we've prepared this information sheet for you. Hopefully, it contains useful info and answers any questions.

***Important Contact Information:***

The person you contact with any questions, or problems, or maintenance issues is Bob Crouse. He can be reached at 570-204-7204 or via email ([bob.crouse@2m-properties.com](mailto:bob.crouse@2m-properties.com)).

The utility companies can be reached at the following numbers:

- Electric Company (PP&L): 1-800-342-5775
- Water Company (United): 1-888-299-8972
- Cable Company: 1-800-522-2389
- Telephone Company (Verizon): 1-800-660-7111

Check us out on the web for more information and ways to get in touch with us:

[www.2m-properties.com](http://www.2m-properties.com)

***Garbage Removal Procedure and Schedule:***

You are living in a residence that has a dumpster. Please regularly remove your trash from your apartment and place it in the dumpster that is located in the parking lot. The dumpster is emptied every Friday.

***Mailbox Location:***

Your mailboxes are located on Lockard Street, near the intersection with Penn Street. To find them, walk towards Penn Street from your apartment. The mailboxes are all next to each other (301 – 309), situated next to a garage and parking area, on the left side of Lockard.

***Some Things to Remember to Avoid Problems:***

- You **MUST** have all utilities (electric and water) in your name the day you move in. If the utilities have not been transferred, they will be shut off. It is your responsibility to make sure this happens. See the list of phone numbers for whom to call.
- You **MUST** remember to curb your trash regularly. The town inspector will fine you (not us) if the garbage becomes a problem. Also, if your apartment becomes infested with bugs due to lack of timely trash removal, you will be billed for the extermination service. See the trash schedule for pick up days.
- Pets are strictly forbidden (as defined in the lease), even temporary. If a pet is found, we will ask you once to remove it, and you automatically forfeit all security deposits for the whole apartment. If a pet is found again, you will have to move out.
- If something has broken and requires maintenance, please call or email Bob as soon as you are able. Especially if it is an emergency, such as leaking water. We're happy to fix these things right away, even if it is not an emergency. We want these apartments to be as safe and well maintained as we can possible make them. Replacement of consumables (such as light bulbs) is your responsibility for purchase, replace, and repair.
- Some town code violations that you should be aware of, and comply with, or you can be fined by the town inspector (yes, they do inspect regularly):
  - You cannot have trash in the yard (other than trash that has been put out for removal).
  - Smoke detectors must **ALWAYS** have their batteries in place. If the detector is beeping, please replace the battery with a new one.
  - Grills must be used in a safe area away from the walls, and never underneath decks or stairs (it is acceptable to store them near the wall and under the deck)
  - Never modify the electrical system (switches, outlets, and fixtures) in any way. If you require a modification, please call Bob. We're happy to make necessary changes if they are warranted.
  - You are NOT allowed to put locks on the outside of bedroom doors.
  - You are NOT allowed to use the basements and attics as living areas. If you would like to store some things in these areas, this may be acceptable. Please contact us if you would like to use these areas for storage.