



**CROFTON PERDUE**  
ASSOCIATES, INC.

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111 Marsh Road, Suite 1  
Pittsford, New York 14534

# New Tenant Information

## **Basement**

The basements in each building have a storage closet for each tenant, laundry facilities and small trash cans for laundry refuse. The basements should not be used for any other purpose or storage.

## **Storage Area**

Each tenant has a storage area for their apartment. Nothing is to be left in the open area of the basement at any time. Only locked bikes to a pole are allowed. All your possessions must be in your storage area and locked.

## **Garbage**

Waste Management will only take what is in the dumpster and recycling cans. **NO** furniture, tires, electronics, or large items are to be put out by the garbage dumpster/bins. If you have no other way to dispose of this, Waste Management will pick them up but there will be a fee charged (approximately \$10 per item), which we will then bill to you. (Contact Jim Ayala before you do this.)

## **Window Screens**

At no time are screens to be removed or damaged in any way. If a screen is found cut or damaged, you will be charged for the replacement of the screen.

## **Dead bolts**

If you have a dead bolt on your door, please make absolutely sure that Ed Sargent (Superintendents) has a key. This is needed in case there is an emergency and we need to get into your apartment.

## **Parking**

There is no parking in front of any garage. Please inform your visitors. There is a parking area on Continental Drive for visitors. All illegally parked cars will be towed at owner's expense.

### **Bathtub cleaning instructions**

Frequent (weekly) cleaning with the following products will maintain the beauty of your bathtub liner and wall system for years to come:

- Soft Scrub
- Tilex
- Formula 409
- Windex
- Enforcer Bath and Tile cleaner

Do not use:

- Ajax
- Comet
- Abrasive sponges
- Lysol Disinfectant spray
- Dow Bathroom cleaner
- Tough Act
- Lime Away
- Pine-Sol Spray cleaner
- Lysol Basin/Tub cleaner
- Lestoil

## **IMPORTANT CONTACT INFORMATION**

### **Property Management Company**

Crofton Perdue Associates, Inc.

Office Phone Number – (585) 248-3840

Please submit All Maintenance Requests by calling or emailing Crofton Perdue:

(585) 248-3840

Tiffany@croftoninc.com

Nik@croftoninc.com

### **Continental Apartments**

Superintendent – Ed Sargent