

WELCOME TO THE SHELDON!

Following is some information specific to your new building that we hope you will find helpful and informative. As always, please don't hesitate to contact MOMI staff via email (Maintenance@momidc.com) or phone (301.622.7980) if you have questions or concerns. Our business hours are Monday – Friday, from 8:30am – 5:00pm, excepting National Holidays.

RENT: DIRECT DEPOSIT OPTION

We understand that many of you would like to save money on stamps, conserve paper and eliminate one more thing to remember each month by paying your rent via Direct Deposit. The following information will allow you to set up monthly delivery of your rental payment to our bank:

- Account Name: 1443 T Street LLC
- Account Number: *Available upon request*
- Bank Name: Suntrust Bank
- Routing Number: *Available upon request*

***IMPORTANT NOTE: We ask that you inform us if you would like to use this option BEFORE you schedule your first direct deposit payment.**

PERSONAL HOUSEKEEPING INFORMATION

RADIATORS, AC UNITS AND SMOKE DETECTORS

- **RADIATORS:** In the winter, heat is provided by a boiler via radiators in all units. The amount of heat released can be controlled by turning the black knobs located on each radiator (“open” provides more heat; “closed” provides less). Please take care when operating these units as they can get very hot!
- **AC UNITS:** The Sheldon was constructed in 1918 and thus was not equipped with central conditioning systems. MOMI provides window AC units for all tenants from spring - fall. If at any point you notice one of your units is not functioning properly, please alert management so we can repair or exchange it.
- **SMOKE DETECTORS:** If you begin to hear a random “chirping” noise, the **smoke detector** is trying to tell you that its battery is low. Please let us know so we can change the battery—we would prefer that you do not attempt to do this yourself. We know the sound is annoying, but please **DO NOT** take the smoke detector off the wall; this will result in our building being in violation of fire code.

LIGHT BULBS

- Management is responsible for replacing expired light bulbs in the ceiling/wall fixtures in your unit. Please contact us should any of these bulbs burn out so we may send a maintenance technician to replace them for you. We ask that you do not attempt to change these bulbs on your own, as we would like to avoid any injury to either you or the light fixtures!
- MOMI uses energy-efficient compact fluorescent lamps (CFL's) in all unit fixtures, and we highly encourage tenants with personal lamps (floor, table, desk, etc) to do the same! To make it a little easier for you to adopt this energy-saving measure, MOMI provides a special bin for the **disposal of CFL's**, which **SHOULD NOT** be thrown away with your standard garbage or recycling due to their mercury content, in the building recycling room.

FURNITURE REMOVAL

Our trash pick-up service does not include the removal of furniture. If you are getting rid of furnishings or electronics, please take these items to a bulk trash drop-off location (visit DC's Department of Public Works at www.dpw.dc.gov for more information) or donate them to a charitable organization.

Any furniture items you leave by the dumpster will have to be removed and disposed of by MOMI, and we will bill you for the cost incurred to do so.

SECURITY / SAFETY

CAMERA SYSTEMS

All MOMI buildings are monitored by cameras. However, the cameras are not continuously monitored by personnel – they are strictly intended as recording devices to deter criminal activity.

CONTROLLED-ACCESS ENTRY

The Sheldon is equipped with a controlled-access entry system for your safety & the security of your belongings.

- At move-in, you provided one or two phone number(s) to be dialed when a guest at the front door selects your unit number in the entry system. (These are designated by your unit number and then either "A" or "B." For example, if you are in Unit 21, then the first phone number option for your unit is listed as "Unit 21A" and the second is listed as "Unit 21B").
- Guests can call you for access by scrolling through the directory to find your unit number/letter, then pressing the Start button.
- Alternatively, each phone number in the system is assigned a three-digit code (Unit 21A is "211," Unit 21B is "212," and so on). Once a guest knows your individual code, he or she can dial you without accessing the directory by simply hitting the Start button followed by the three-digit code.
- To allow entry, press the "0" key on your phone before hanging up.
- Please DO NOT let anyone you do not know or expect into the building.
- If you ever have a problem with someone attempting to gain entry, call the police (emergency line: 911; non-emergency line: 311) and inform MOMI as well.
- Please be sure to notify MOMI of any phone number changes affecting the entry system that take place during your tenancy. We will automatically clear your numbers at move-out.

HOW TO LIVE A LITTLE BETTER AT THE SHELDON

The following suggestions are meant to help you live with more comfort and a little less impact on the environment. By living at a MOMI property you are already making a difference, as we are continually focused on increasing the energy and resource efficiency of our buildings wherever possible. To learn more about the environmentally sustainable qualities MOMI properties, please visit us only at www.momidc.com.

RECYCLING

- **PLEASE RECYCLE:** We provide bins for paper/cardboard and commingled (glass, plastic, and metal) recyclables in the building's "recycling room" near the back entrance.
- There are also special recycling buckets for your expired **dry cell batteries** and **CFL's** in the recycling room. It is important for you not to include these items with your trash as they contain mercury and other hard metals (all extremely toxic to both the environment and the human nervous system) which are released into the air, ground and soil if sent to standard landfills (or worse, incinerated). Place these items in the correctly marked buckets (for CFL's, use care to avoid breakage). MOMI will check these containers periodically and return them to the recycling center when they are full.
- While we do not recycle plastic bags on site, we encourage you to find an alternative use for your plastic shopping bags (they come in handy on dog walks!) or take them in bulk to the recycling bins located at almost any grocery store.

ENERGY CONSERVATION

- **HEATING AND COOLING:** To save energy, please turn down your radiator units when you are not at home. In the summer, place your window AC units on a low setting while you are gone during the day (turning them off completely actually results in the use of more energy, as you will then be cooling your unit quickly and from a much higher temperature). However, if you are gone for extended periods of time (i.e. several days or more), you should turn AC units off entirely.
- **ELECTRICITY:** Many vendors now offer energy produced by renewable means (wind, methane from landfills, etc). It is available through Pepco and other smaller providers for a slight up-charge. For the latest options, check: <http://www.epa.gov/greenpower/pubs/gplocator.htm> or Google "EPA Green Power Locator."
- **CEILING FANS:** Ceiling fan usage can help conserve energy and increase comfort. During the spring/summer, your fan should spin counter-clockwise, creating a cool breeze and maximizing the efficiency of your window unit. Whenever possible, opening windows and operating your ceiling fan is obviously the most energy-efficient way to control temperature!

TRANSPORTATION

- We offer free bike parking in the basement of The Sheldon.
- Our metro-accessible location makes taking mass transit a cinch—whenever possible, please do!
- Zipcar (www.zipcar.com) offers plans for periodic use of cars parked all around the DC area, including at 14th & S Streets and 14th & U Streets. Visit zipcar.com to learn about the service and/or join. It's a great way to have the convenience of a car without the cost and responsibility of owning one.

WATER CONSERVATION + PRESERVATION

- **TOILET:** Our Niagara flapperless toilets save water because they never leak or run when operated properly. However, please take care not to hold the handle down when flushing as this will keep the tray from resetting fully and may cause water to run.
- **GARBAGE DISPOSAL:** Use your garbage disposal for food waste only when necessary. Most food can and should be disposed of in the trash or –even better – in an indoor composter such as those made by NatureMill (www.naturemill.com). Any food sent down the sink drain is treated as solid waste in the city's wastewater treatment facility, over-taxing this already burdened system.
- **MAINTENANCE:** If any fixture or appliance is running and wasting water, please notify management immediately so we can fix it.
- Do the simple things: turn off water while brushing teeth, washing face & hands, shaving, etc.

LAUNDRY, CLEANING & PERSONAL HYGIENE

- **LAUNDRY:** The machines in the communal laundry room are the most efficient available. The front-loading washers use minimal water and the dryers are powered by natural gas. Always use eco-friendly detergent and softeners (see below) made specifically for high-efficiency machines.
- **PERSONAL HYGIENE:** Avoid using anti-bacterial soaps and products whenever possible. The antibiotics find their way into the natural waterways of the region and cause damage to the ecosystem.
- **PRODUCTS:** We recommend you use environmentally sensitive products for kitchen & bathroom cleaning, dishwashing, laundry, window cleaning, all-purpose cleaning and personal hygiene. These products are better for the ecological environment and will minimize the number of toxins and chemicals present in your personal surroundings. Some brands we recommend:
 - **Shaklee:** www.shaklee.net/order-now. We use Shaklee products for the cleaning of all our buildings. They can be purchased directly from the manufacturer online.
 - **Seventh Generation:** www.seventhgeneration.com. This line can be purchased at Whole Foods on P Street and Greater Goods on U Street.
 - **Ecover:** www.ecover.com. Available at Whole Foods and www.drugstore.com, among many other retailers. We particularly recommend the herbal dishwashing liquid!

- **Method:** <http://www.methodhome.com/>. A wonderful line of all kinds of great products, available at Target in Columbia Heights, Whole Foods and www.drugstore.com, to name a few.

Thanks again for choosing to live at The Sheldon. We hope you enjoy calling our building home!

Sincerely,

Montgomery Oaks Management, Inc (MOMI)
