



NEWS & NOTES

for our residents



Main Office
8:30a - 5:00p. M-F
Ph. 215-557-8484
TTY. 215-496-0321

Maintenance Office
8:00a - 4:00p. M-F
Ph. 215-543-0357

Rent Payments

Acceptable forms of rental payment are checks and money orders; **We do not accept cash.**

You may **mail your rental payment** to 2042-48 Arch Street, 2nd Floor, Philadelphia, PA 19103.

Or you may **pay your rent in person.** If you wish to receive a receipt for your payment, you must come into the office during the business hours of 8:30 am and 5:00 pm. If you wish to drop off your rent outside of business hours, you may utilize the drop box (located next to the front door).

Rent is due on the 1st of the month; however you have until the 5th to pay. If your rent is not received by the 5th of the month a late fee (\$10 or 10% of your current monthly rent) will automatically be charged to your account.

Food Help Line 800.319.FOOD

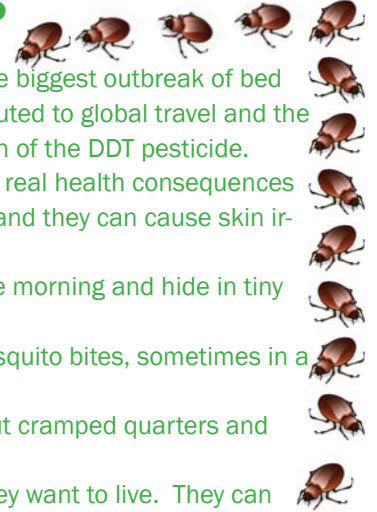
If you or someone you know is in need of food and don't know where to turn, call 800-319-3663
Philabundance Food Help Line



What You Should Know About **BED BUGS**

THE FACTS

- The United States is currently experiencing the biggest outbreak of bed bugs since World War II. This has been attributed to global travel and the Environmental Protection Agency's elimination of the DDT pesticide.
- Bed bugs appear disgusting but they carry no real health consequences to humans. However, the bites are annoying and they can cause skin irritation and rashes.
- Bedbugs typically feed in the wee hours of the morning and hide in tiny cracks and crevices during the day.
- Their bites form small red welts similar to mosquito bites, sometimes in a distinctive linear pattern.
- Bed bugs are not about cleanliness; it is about cramped quarters and bugs infesting those quarters.
- Bed bugs do not discriminate about where they want to live. They can make themselves at home just about anywhere.



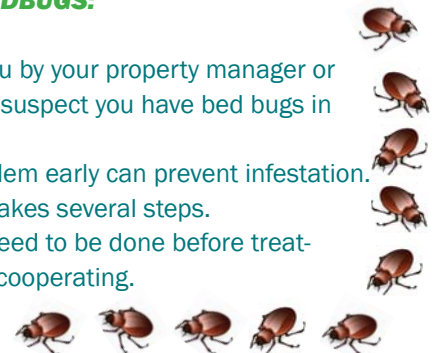
BED BUG PREVENTION ...It is about what you bring into your house...

- **Luggage/Clothing** - Bed bugs can be carried into your household in luggage or on clothing. When traveling, be sure to inspect mattresses and bed linens in your room. Dark spots are a sign of bed bug infestation.
- **Second Hand Furniture** - Before bringing items into your household, inspect them for black or brown bugs that are about the size of an eraser. They can live anywhere there is a crevasse, from the creases in mattresses to wooden chairs, cushions and even computer keyboards. Just because they are called bed bugs doesn't mean they will only be found in beds.
- **Mattresses** - Put fabric or vinyl encasement around your mattress to prevent bugs from reaching the area.



WHAT TO DO IF YOU THINK YOU HAVE BEDBUGS:

- Bed bugs will NOT go away on their own.
- Call the maintenance number given to you by your property manager or call your property manager directly if you suspect you have bed bugs in your home.
- DO NOT WAIT TO CALL. Treating the problem early can prevent infestation.
- The process for exterminating bed bugs takes several steps.
- The exterminator will notify you of what needs to be done before treatments can be done. Please assist us by cooperating.



FIRE SERVICE: Call 999



IN CASE OF *Fire*...

If the alarm sounds or a fire has broken out:

- ▶ Do not try to put out the fire unless you can do it safely.
- ▶ Get everyone out of the house as quickly as possible and call the fire service (999).
- ▶ Have an escape route planned (if in doubt, call your local fire prevention officer and ask for advice).
- ▶ Make sure your children know what to do if a fire breaks out.
- ▶ Know where your house keys are.
- ▶ Do not go back into the house for any reason.

12 FIRE SAFETY TIPS:

1. Keep smoke alarms clean and test them once a week. Change the batteries when needed.
2. Agree to a fire action plan so everyone in your home knows how to escape if there is a fire.
3. Keep all exits clear.
4. Take extra care in the kitchen. Never leave young children alone there.
5. Be careful when cooking with hot oil or buy a deep-fat fryer with a thermostat.
6. Never leave lit candles in rooms that nobody is in, or where children are by themselves.
7. Make sure cigarettes are stubbed out properly and disposed of carefully. Never smoke in bed.
8. Close doors at night.
9. Don't overload electrical sockets.
10. Keep matches and lighters where children can't see them or reach them.
11. Don't leave the TV or other electrical appliances on standby. Always switch them off and unplug them if you are not using them.
12. Take special care when you are tired or impaired.

Have you fallen behind in your **Rent** or **Utilities** payments and are at risk of becoming homeless?



The Homelessness Prevention Program* may be able to assist you!

*CPM does not administer or determine eligibility for this program. Please contact the providers listed below for more information.

To be **eligible** for assistance, you **must**:

- ✓ Have a household income at or below the 50% area median income:

Household Size	1 person	2 persons	3 persons	4 persons	5 persons	6 persons
Income per year	\$27,075	\$31,100	\$35,000	\$38,900	\$42,000	\$45,100

- ✓ Be experiencing a financial crisis and at risk of becoming homeless
- ✓ Have received written notification from your landlord or the utility company of an impending eviction or shut-off

If you meet the eligibility criteria, you could receive financial assistance to help with rent, utilities, security deposits and/or moving and relocation costs. This is a citywide program. You may seek assistance from any of the providers listed below.

Provider Name: Catholic Social Services Address: 7340 Jackson St. 19136, phone (215) 624-5920; 6214 Grays Ave, 19142, phone (215) 724-8550; 4400 N. Reese St. 19140, phone (215)-329-5660 (Spanish speaking staff) Hours of Operation: M-F 8:30 – 4:30; evening hours by appt. Contact Name: Renee Hudson Small, Prog. Dir.	Provider Name: Congreso de Latinos Unidos, Inc. Address: 216 W. Somerset St. (Spanish speaking staff) Phone Number: (215) 763-8870 ext. 1405 Hours of Operation: M,W,F 9am to 5pm; T,Th 11am to 7pm Contact Name: Mary Otero, Housing Coordinator
Provider Name: Diversified Community Services Address: 1920 S. 20 th St. Phone Number: (215) 336-3511 Hours of Operation: M - F 9 am – 5 pm; Tues. eve. Contact Name: Diane Grimes	Provider Name: Women's Community Revitalization Project Address: 407 Fairmount Ave. Phone Number: (215) 627-5550 ext. 233 Intake Hours: M – F 9 am to 1 pm; Tues. 4 pm to 7 pm; Sat. by appointment Contact Name: Marta Zehner
Provider Name: Utility Emergency Services Fund <i>in partnership with</i> Intercultural Family Services Address: 4225 Chestnut Street (staff speak Chinese and Vietnamese) Phone Number: (215) 386-1298 ext. 213 Hours of Operation: Monday – Friday 9 am to 5 pm Contact Name: Myra Brown	

Additional information can be found at www.oneneighborhood.org

Security in your Home

We all have the potential to be victims of crime. You can **reduce the risk** of your home being victimized by **eliminating the opportunity**.

- Unknown or suspicious persons trying to get into your apartment building should be reported to your property manager.
- DO NOT allow strangers to enter the building as you are leaving or entering.
- Cooperate with all other tenants in keeping the main building doors locked at all times.
- DO NOT buzz anyone into the building whom you don't know.
- Use only your first initial on the lobby directory, doorbell, mailbox, and phone directory.
- NEVER open your door to a stranger.
- NEVER leave your door unlocked, even while taking out the trash.
- DO NOT leave notes on your apartment door or in the building's common areas.
- If your keys are lost, your locks should be changed.
- If you see a stranger carrying items out of a neighbor's apartment, *****CALL 911*****

Some More Helpful hints :

- Keep a record of your valuables
- Identify your property by engraving an identifying mark - proper identification makes it easier for the police to return personal property
- Be a good neighbor and report any suspicious activity to the Police

If a crime has occurred in your apartment:

- DO NOT enter - the criminal may still be inside
- Use a neighbor's phone and call the police
- DO NOT touch anything or clean up until the police have inspected for evidence
- Note the license number of any suspicious vehicle
- Note the description of any suspicious person(s)

Crime prevention is everyone's responsibility!

Parking Permits

If you live in a CPM building with a parking lot, please remember that ALL cars parked in the lot on a regular basis must display a valid CPM parking permit.

Any car without a parking permit may be towed at the owner's expense.

To register your car (or your guest's car) for a parking permit, please go to the Maintenance office at 4445 Kendrick Street to complete the registration card. Please bring proof of current registration and insurance.



REMINDER:

Keys and Locks

At lease-signing all tenants are given apartment and mail box keys to their assigned unit.

After leasing, if you lose your key and want another copy, you will be billed \$10.00.

If a lock change is required, you will be billed the market rate of the locksmith.

Contact your property manager for instructions about how to pick up your new keys.

Please be mindful of the following:

- ▶ 1260 HDC does not provide lock-out service
- ▶ Tenants are not permitted to change or install locks



** Renter's Insurance **

The owner/Agent for Landlord of the building where you reside is not insured for your personal property. CPM strongly recommends that you contact an insurance agent to obtain details concerning Apartment Renters' Insurance or Household Goods and Liability Insurance or other similar parties that cover your personal belongings against theft, vandalism, fire, burglary and certain water damage as well as personal liability. CPM's insurance does not cover personal belongings or liability.

Worried about getting the Flu or Swine Flu?

Take everyday actions to stay healthy.

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water. If soap and water are not available, use an alcohol-based hand rub.
- Avoid touching your eyes, nose and mouth. Germs spread that way.
- Stay home if you get sick. Limit contact with others to keep from infecting them.
- Follow public health advice regarding school closures, avoiding crowds and other social distancing measures.



Keep your home clean.

- Prevent germs from lingering and infecting household members by keeping all surfaces clean and wiping them down with a household disinfectant according to directions on the product label.
- Find healthy ways to deal with stress and anxiety.
- Get plenty of sleep
- Stay informed. Call 1-800-CDC-INFO for more information.

If Someone in Your Household Gets the Flu:

- ▶ Throw away tissues and other disposable items used by the sick person in the trash.
- ▶ Wash your hands after touching used tissues and similar waste.
- ▶ Linens, eating utensils, and dishes belonging to those who are sick do not need to be cleaned separately, but these items should not be shared without washing thoroughly first.
- ▶ Wash linens (such as bed sheets and towels) by using household laundry soap and tumble dry on a hot setting.
- ▶ Avoid “hugging” laundry prior to washing it to prevent contaminating yourself.
- ▶ Clean your hands with soap and water right after handling dirty laundry. If soap and water are not available, use an alcohol-based hand rub.
- ▶ Eating utensils should be washed either in a dishwasher or by hand with water and soap.
- ▶ Keep surfaces (especially bedside tables, surfaces in the bathroom, and toys for children) clean by wiping them down with a household disinfectant according to directions on the product label.

