



# 220 ROWAN BOULEVARD APARTMENT GUIDE 2016

NEXUS PROPERTIES  
1333 Brunswick Ave., Suite 200  
Lawrenceville, NJ 08648



# WELCOME

Welcome to the 220 Rowan Boulevard family! This guide has been put together to assist you in answering general questions, as well as provide you with general operating procedures. We hope that you find this guide to be a handy how-to building resource.

## TABLE OF CONTENTS

Important Contact Information	2
Rules & Regulations	3
Policies & Procedures	4
Maintenance	7
Generator	7
“Shop Glassboro” Rebate Card	7
Verizon Information	8
FAQs (Frequently Asked Questions)	9



# IMPORTANT CONTACT INFORMATION

220 Front Desk/Security (24 hours/7 days)..... (856) 612-5417

220 Security (Hours 8p.m. – 8a.m.)..... (856) 889-3196

Rowan Boulevard Garage..... (856) 243-5702

Verizon FiOS

Placing an Order ..... (800) 501-1172

Monday – Friday: 8a.m. – 7p.m.

Saturday: 9a.m. – 6p.m

Service or Technical Questions ..... (888) 553-1555

Alyssa Hart, Resident Manager

Email.....[alyssa.hart@nexusproperties.com](mailto:alyssa.hart@nexusproperties.com)

Office (Monday – Friday 8:30a.m. – 5p.m.)..... (856) 612-5417

Additional hours may be made by appointment.



# RULES & REGULATIONS

A comprehensive list of all rules and regulations can be found in your lease.

1. Tenant shall keep the Premises in good state and in a clean condition, promptly removing all garbage and debris.
2. Only small pets (30lbs or under) are allowed on the Premises, either temporarily or permanently. If (a) resident(s) own(s) the pet, additional security fees apply.
3. If the Premises are furnished with carpeting, Tenant must notify Landlord of spills and other damage within four hours after the damage has occurred. Tenant is responsible for keeping the carpeting clean, including regular shampooing and shampooing at the termination of the tenancy.
4. Tenant shall not mark, mar, or damage the walls, ceilings, windows, floors, doors, woodwork, wood paneling, or any part of the interior of the premises with nails, tacks, screws, paint, or anything else that causes permanent damage.
5. Tenant shall not place anything in the Premises that weighs more than what the floor and ceiling of the Premises can safely support.
6. Water beds are not permitted.
7. Tenant shall not make loud noises or create disturbances, odors or nuisances.
8. No vehicles may be parked outside designated parking areas. Further parking information provided on page 5.
9. Tenant may not park any vehicle on the Premises that does not have current license plates and registrations as required by law. Landlord may have any such vehicle towed away without notice without liability to any person.
10. Tenant shall not use or storage any kerosene heater or any other heater that uses combustible materials or fluids.
11. Tenant shall keep the Premises free of any termites or pests. If found, landlord must be notified immediately.
12. Common Areas shall not be used for any purpose other than entry and exit. Furniture, equipment or personal articles will not be placed or stored in any common areas, permanently or temporarily, unless placed there by landlord.
13. No sign, advertisement or notice visible to outside will be placed on the outside or inside of the Premises of Building.
14. No business can be operated or permitted from apartment.

# POLICIES & PROCEDURES

This section contains building-wide policies and procedures. By following these procedures, 220 Rowan Boulevard is destined to have a positive, safe atmosphere and impact on the community.

## Security

The building's concierge staff is available from 8 a.m. to 8 p.m. The building's security is also available from 8 p.m. to 8 a.m. It is very important to us, at 220, that all of our tenants feel safe. Security's phone number is provided on page 2 of this book. It is suggested that all tenants add security's number to their phone, in case of an emergency.

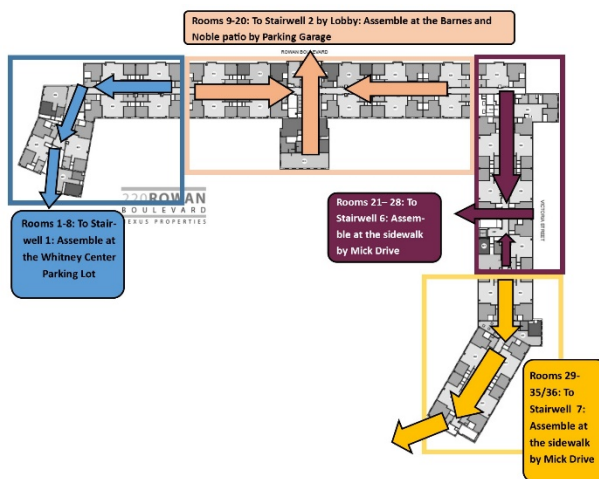
\*\*Any emergencies that require immediate medical attention, please contact 911.\*\*

## Fire Safety

The building is outfitted with an advanced fire safety system to provide comfort and safety to our tenants. The system will detect smoke and the concierge staff/security will be alerted to ensure there are no life/safety issues. If there are life/safety emergencies or the thermal senses are triggered, the alarm will sound, the building will be evacuated, and the Glassboro Fire Department will respond.

All tenants must evacuate to the designated meeting location and remain outside until the building has been deemed safe by the fire department. The 220 Staff will communicate this information with the tenants.

Please familiarize yourself with the Fire Alarm Procedure below:




Rooms 1-8: Exit with stairwell 1.

Assemble at the Whitney Center Parking Lot.

Rooms 9-20: Exit with Stairwell 2 by lobby. Assemble at the Barnes & Noble's patio by the Parking Garage.

Rooms 21-28: Exit with stairwell 6. Assemble at the sidewalk by Mick Drive.

Rooms 29-35/36: Exit with stairwell 7. Assemble at the sidewalk by Mick Drive.



### **Locked Out or Lost Keys**

Keys and FOBs MUST be replaced. A lost or misplaced key or FOB will result in a fee of \$75 per FOB and/or \$25 per key. If the tenant is locked out, please come to the front desk for assistance. Lost SALTO parking access card will result in a fee of \$25. Fees are not deductible from security deposit.

If your key and FOB are not returned at move out, there will be a lock replacement fee (\$215) and replacement FOB fee (\$75).

### **Parking**

According to your signed lease, paragraph 27 states: Tenant shall be entitled to one (1) unallocated parking space in a gated lot of the property. The lot will be reserved for and shared by various tenants of the building. The landlord reserves the right to reallocate parking spaces to the other parking areas near the property.

### **Trash and Recycling**

There are designated receptacle rooms on each floor. Tenants are to place their garbage and recycling in these rooms for the porter to properly dispose. Trash and recycling must be placed inside of a bag; no loose trash is allowed.

### **Noise Violation**

Please refer to Glassboro's Ordinance 354-22 "Creation of loud and unreasonable noise". For more information, please visit [GlassboroOnline.com](http://GlassboroOnline.com).

To report a noise complaint during the hours of 8p.m. – 8a.m., please call security.

As an FYI, student quiet hours are:

Sunday Evening – Friday Morning 10 p.m. – 8 a.m.

Friday Evening – Sunday Morning 12 a.m. – 10 a.m.

### **Non-Smoking Policy**

Smoking is prohibited in 220 Rowan Boulevard. In an effort to also promote a positive and healthful physical environment for all, smoking is prohibited within 50 feet of all buildings. According to your signed lease, tenants and guests shall not, at any time, light, use or smoke cigarettes, electronic cigarettes, cigars, pipes or other tobacco products inside tenant's leased premises, other suites, or any other area of the building. This non-smoking policy will be strictly enforced and any violation of this non-smoking policy may lead to the termination of this lease.

### **Elevators**

Elevators 4 & 5 are designated as luxury tenant elevators. These elevators are located by the Leasing Office in the lobby. Luxury tenants also have access to elevator 6, which is located by Inspira and Cooper through the back lot. Only elevators 4, 5, & 6 have access to the 5<sup>th</sup> and 6<sup>th</sup> floors. As a reminder, students do not have access to those elevators, or access to luxury floors.

## Visitors Policy

In order to keep a high level of security for tenants, visitors must be accompanied by a 220 tenant throughout the building. All visitors are the responsibility of the tenant they were accompanied in by and visiting. All guests are able to park at the following locations:

- Under 2 hours (Free):
  - Rowan Boulevard Street Parking
  - Bottom Floor of Redmond Avenue Parking Garage
- Over 2 hours:
  - Redmond Avenue Parking Garage

### Daily Garage Prices:

0-2hrs.....Free  
2-3hrs.....\$3.00  
3-4hrs.....\$4.00  
4-5hrs.....\$5.00  
5hrs+.....\$7.00

## Mailroom & Packages

The mailroom is located on the first floor across from the student elevators. When sending or receiving packages, tenants are to use the building address and include their apartment number.

Example:

Jane Doe  
220 Rowan Blvd.  
Apt. 623  
Glassboro, NJ 08028

When a package arrives for the tenant, the package will be scanned and the tenant will be notified by text message when it is ready for pick up. Packages can be picked up between 8a.m. and 8p.m. and ID must be shown. The packages will be held safely in the mailroom storage until the tenant arrives.

All packages can be mailed at the locations listed below:

### **Staples (UPS Drop-off):**

767 Delsea Drive  
Glassboro, NJ 08028  
(856) 307-1573

### **FedEx (at Bellia's):**

190 William Dalton Drive  
Glassboro, NJ 08028  
(856) 582-4004

### **Glassboro Post Office:**

124 High Street East  
Glassboro, NJ 08028  
(856) 881-6266

### **UPS Store:**

Doubletree Shopping Center  
816 Delsea Drive North  
(856) 582-8882



# MAINTENANCE

All maintenance requests MUST be submitted online at [www.220rowanblvd.com](http://www.220rowanblvd.com). If there is an emergency maintenance request (i.e. water leak or electrical), please call the front desk at (856) 612-5417.

When submitting a maintenance request, remember we work hard to respond to these requests in a timely manner. Maintenance requests will be responded, on average, within 2-3 business days. If your request involves ordering a part or replacing an item, maintenance may need more time to complete the request.

If there is a building-wide construction fix, all contractors are required to arrange for an appointment, allowing us to give each tenant at least 24 hours' notice. Construction fixes need to be done between the hours of 7 a.m. and 3 p.m. and do not require you to be present.

# GENERATOR

In the event of a power outage, 220 Rowan Boulevard is equipped with a generator for the building. The generator will provide power for only the following:

- Lighting for all building hallways
- Lighting in all 4 stairwells
- Lights in center (lobby) elevators 2, 3, 4 & 5
- Power to use lobby elevators 2, 3, 4, & 5

# “SHOP GLASSBORO” REBATE CARD

To encourage residents to shop locally in Glassboro, 220 has provided each luxury tenant with a “Shop Glassboro” card. This card is a part of the Property Tax Reward Program (PTRP).

Each tenant should register their individual card through the property tax website found on the back of the card ([www.PropertyTaxCard.com](http://www.PropertyTaxCard.com)). Once registered, each time the tenant uses the card at the participating vendors listed on the website, they will earn money back in the form of an annual check.





# VERIZON

Nexus Properties has a bulk agreement with Verizon for cable and Internet services. Nexus Properties will bill the tenant each month for the package listed below, while Verizon will bill any additional requested services to the tenant.

The bulk package purchase includes:

- Basic cable (about 200 channels)
- Basic internet
- 1 cable box
- 1 internet router

How to Order:

1. Contact Verizon Bulk Sales Agent at 1-800-501-1172 (calling 2 weeks prior to move-in date is recommended)  
Hours:  
Monday – Friday: 8a.m. – 9p.m.  
Saturday: 9a.m. – 6p.m.
2. Information to have ready:
  - Name
  - Date of Birth
  - Address
  - Social Security Number
3. Just in-case, please have the following items at hand:
  - Driver's license
  - Passport
  - Birth certificate
4. If you have a balance due to Verizon, you are unable order until it has been paid. Please take care of this before trying to order.
5. If you wish to transfer your current telephone number to Verizon, let the sales representative know (this may take a couple days to complete).
6. Before cancelling any existing TV, Internet, or Voice Service, make sure that the new Verizon FiOS service is installed entirely.
7. Date to install: once the order is placed, you'll be assigned the first available installation date.

For technical issues regarding cable & internet:

Call: (888) 553-1555



# FAQs

**Can I bring Pets?** - Any tenant requesting to have a pet must contact 220 Rowan Boulevard management to discuss.

**Where is the trash and recycling located?** - There are designated receptacle rooms on each floor. Tenants are to place their trash and recyclables in bags and inside the cans for maintenance to properly dispose.

**Where can my guests/visitors park?** - Guests and visitors are to park in the Rowan Boulevard Parking Garage, located at 200 Redmond Ave. The first two hours that the vehicle is parked in the garage is free on any level, and the first floor is reserved for short term, two hour parking only.

## Daily Garage Prices:

0-2 hours....	FREE
2-3 hours....	\$3.00
3-4 hours....	\$4.00
4-5 hours....	\$5.00
5+ hours....	\$7.00

**I am having a maintenance issue in my apartment. What do I do?** - All maintenance requests are to be submitted online [www.220rowanblvd.com](http://www.220rowanblvd.com). They will then be evaluated for the issue at hand and delegated according to the severity of the issue. Maintenance requests that require attention will be responded to in 2-3 business days.

**How can I pay rent/utilities?** - Rent and utilities are paid either with cash or check. These must be mailed directly to the "Ship To" address listed on your invoice. We do not accept credit or debit cards at this time.