

Shirlington Stay

WELCOME LETTER

PROPERTY INFORMATION

Your address:
3073 South Buchanan St.
Unit C2
Arlington, VA 22206

HOW TO REACH SHIRLINGTON STAY

When contacting *Shirlington Stay* by email please leave a phone number contact, particularly if the matter requires quick attention.

Email

ShirlingtonStay@gmail.com

Preferred for routine matters or questions, as it is easier for us to track and respond to email than phone messages.

Phone

703-362-5745

For non-emergencies

9:00am -5:00pm Monday – Friday

For emergencies, please call after the hours posted above.

Calls made outside of standard business hours roll over to the personal cell phone for the owner (not an after-hours answering service)

Fairlington Villages Office

www.fairlingtonvillages.com

703-379-1440

3001 S. Abingdon Street

Arlington, VA 22206

For questions regarding community amenities:

- *trash and recycling*
- *pool, tennis courts, tot playground*
- *parking enforcement*

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| <p>If there is an emergency involving fire or any life-threatening situation contact 911 immediately, then contact <i>Shirlington Stay</i> by phone.</p> |
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Shirlington Stay

REFERRAL POLICY

Shirlington Stay is a small, locally owned business. As such, we appreciate referrals from existing and past tenants. If an existing or past tenant refers someone to us, and that referral results in a lease, we can offer the referring tenant a referral fee between \$500 to \$1000, paid directly to the referring tenant. However, we must know in advance of negotiating a lease that such is as the result of a referral.

THANK YOU for choosing *Shirlington Stay*. Your business is much appreciated. Please enjoy your stay.

CHECKING IN

Upon checking in, you will receive

- two (2) sets of apartment keys containing the mailbox key
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PARKING

All cars parked in Fairlington Villages off-street parking lots are required to have a current parking pass. If you have arranged for a parking pass, it must be displayed on your dashboard (driver's side) while parked in the parking lot.

Towing is strictly enforced 24 hours a day, 7 days a week (including holidays). The current towing fee is \$100.00. No warnings are given.

RENT PAYMENTS

Rent payments to *Shirlington Stay* can be made by check or online check (at no additional charge to you) or via credit card (at a surcharge of 3.5%)

Simply go to the website www.ShirlingtonStay.com and look for the ***For Tenant Use*** link, found in the links bar on the left side of the page, near the bottom. You will find a link for payment by check on that page. Please note that payments made are debited from your checking account that day, but they do not reach CHS for up to five (5) business days. Thus please factor in a 'cushion' of five (5) business days for payment deadlines.

ACCESS TO UNIT

This apartment is accessed by one (1) lobby key and (2) door keys. Guests can be buzzed in to the lobby area via the intercom system located inside the unit. This system does not link to a phone system.

MAIL

Your keychain contains one (1) mailbox key.

- **Outgoing mail** can be placed on top of the mailbox for pickup by the mail carrier.
- **Packages** addressed to you will be left inside the lobby area.
- **Forwarding address:** if you are receiving mail, please remember to change your address at least several weeks before leaving (www.usps.gov is the best option for address change).

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INTERNET

Your apartment has high speed internet via DSL and Wifi. You can either use an Ethernet cord (we do not supply one, so please bring your own), or you can use WIFI.

- Ethernet cable access: the cable port can be found at the lower right corner of the desk in the loft
- Wireless access: the network name and SSID (passcode) are noted on the internet modem at the loft (on top of the desk)

APPLIANCES

Electric Range: Please make sure burners are completely turned off when not in use. The cooking surface will remain hot for several minutes after use. **Please do NOT use cast iron pots/pans, as those will scratch the glass-cooking surface.** A complete set of instructions for the range is attached to this binder.

Drawer Dishwasher: Your unit is equipped with two (2) drawer dishwashers, which operate independently from each other. The units can use dishwashing powder or gel onto its door compartments. A complete set of instructions for dishwasher is attached to this binder.

Television and DVR: the television service comes with expanded cable, HBO/Showtime, and a full HD package. It also has On Demand. Please feel free to order any free On Demand features. Please note that CHS does not pay for any pay per view features. A guide to the channels can be found on Channel 95.

Washer/Dryer: Your unit has a MAYTAG Neptune washer and dryer. A complete set of instructions for the washer and dryer is attached to this binder. Please be considerate to your neighbors and not run the washer and dryer after 9:00pm.

- Laundry detergent: place at the bottom of the laundry tub prior to inserting clothes
- Bleach: place at compartment on upper LEFT of door
- Softener: place at compartment on upper RIGHT of door

Washer machine:

- once the machine is loaded, select wash cycle:
- Press START/STOP button until the light goes on - The wash cycle will begin and the DOOR LOCK light will go on
- *To insert more clothes after the cycle has started AND the DOOR LOCK light is lit, press START/STOP button; the door will unlock after the water has been drained below the door line in a few minutes.*

Dryer: At the end of each drying cycle, please clear the lint filter

HEAT AND AIR

The apartment has a central heating and cooling system. The temperature is set by the thermostat in the hallway. On hot days it is best to lower the blinds during the heat of the day to keep the apartment at a cooler temperature.

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TRASH AND RECYCLING

Trash pickup occurs 6 days a week.

- Regular trash should be placed on your front porch or at designated curbside locations between 6:00 AM and 9:00 AM, Monday through Saturday. There is no trash pick up on Sundays, or on the following holidays: New Year's Day, Thanksgiving Day and Christmas Day.
- Large trash items that are too big to be accommodated by the collection compactor truck should be placed at the street side curb on Wednesday evening or, on Thursday morning before 9:00 AM.

Recycling pickup occurs once a week

- Recycling should be placed in marked bins, which are placed at designated curbside locations, on Tuesday afternoon, for Wednesday morning pickup. Recyclable items include:
 - a. Aluminum Beverage and Other Metal Cans
 - b. Corrugated Cardboard (boxes must be broken down and flattened or they will be removed as trash rather than recycling);
 - c. Glass Bottles and Jars
 - d. Mixed Paper and Light Cardboard
 - e. Newspapers and Glossy Inserts;
 - f. Plastic Containers with Narrow Necks
 - g. If you have old batteries, please drop them in the orange plastic container outside the Firehouse at 31st and Abingdon Sts.

COMMUNITY AMENITIES

- **Pets:** This is a pet-friendly community. Pets are allowed in the apartment and on the grounds.
 - **Pools and Tennis Courts:** Pools and tennis courts are available for use with a current Fairlington Villages ID card. These are available in the Management Office for a \$10.00 fee, and must be renewed annually (free of charge).
 - **POOLS:** There are 6 pools located throughout the community. At the beginning of each swimming season, the pool schedule and rules are announced in the North Fairlington News. This information is also posted at each pool and on the Community Center Bulletin Board.
 - **TENNIS COURTS:** There are 13 tennis courts in Fairlington Villages. The main tennis courts, located behind the Community Center, are lit until 11:00 PM. Other Courts close at dark.
- **Both pools and tennis courts prohibit animals, alcohol, glass, skateboards, and roller skates. Children must be accompanied by an adult at all times.**
- **Children's playground** (Tot lot): The playground is located behind the management office. Parents or guardians must accompany children to the playground. We assume no risk for its use.
 - **Patrol Service:** A contract patrol service monitors the property overnight and enforces parking and other regulations. The patrol staff can respond to residents' calls about disturbances, parking violations, and reports of improper use of the swimming pools, or tennis courts. The patrol service is not the police; in an emergency, please call 911.

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CLEANING AND COUNTERTOP CARE

Your apartment has been cleaned prior to your arrival. However, certain basic maintenance steps must be taken during your tenancy. Please maintain the shower and kitchen areas by cleaning regularly.

- **Granite Counters :** Oils, butters, and such will stain granite. Please clean up spills immediately. Clean with soap and water or Windex. Do not use Comet or other abrasive cleaners on the counter or sink (it will ruin the finish on both).

Failure to do so may result in permanent damage and/or an undue amount of cleaning required at check-out.

SMOKING

Please note that there is no smoking in the apartment and its balcony at any time.

If you have any questions or comments – good or bad – please don't hesitate to let us know.

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NEIGHBORHOOD INFORMATION

Nearest Metro (Subway) Stop: The *Pentagon City* Metro Station connects to the **blue** and **yellow** lines. Please visit www.wmata.com for more information.

The metro station is located 12 minutes away by bus or by car.

- By bus: At the corner of S. Buchanan St and 31st St. please take the **7A bus** towards *Pentagon*. The bus will make 6 stops and take 10 minutes to arrive once boarded. At the bus stop, walk towards the Pentagon Metro Station (260 ft). For a complete map, please visit www.maps.google.com, enter the unit address (3073 S. Buchanan St., Arlington, VA). Click on **get directions**, and enter the destination address (*Pentagon Metro Station*).

GROCERY AND CONVENIENCE STORES/PHARMACIES

There are several grocery stores near you. Here are the closest ones.

Harris Teeter/Pharmacy 0.5 miles away
4250 Campbell Avenue, Arlington, VA

Giant Food 0.7 miles away
3680 King Street, Alexandria, VA

Safeway/Pharmacy 0.8 miles away
3526 King Street, Alexandria, VA

7-Eleven 0.4 miles away
2815 South Wakefield Street, Arlington, VA

CVS/Pharmacy 0.9 miles away
1521 North Quaker Lane, Alexandria, VA

RESTAURANTS/THEATERS/SHOPPING

Shirlington Village is 0.5 miles away and it offers several choices in restaurants, theaters, and shopping. Visit <http://villageatshirlington.com/>

For driving directions please use **Campbell Ave, Arlington, Virginia 22206**

Eating

Aladdin's Eatery
Aroma Indian Restaurant
Best Buns Bread Company
Bistro Bistro
Bonsai Grill
Busboys & Poets
Cafe Pizzaiolo (Coming Soon)
CakeLove
Cheesetique

Extra Virgin Modern Italian
Cuisine
Guapo's Restaurant
Johnny Rockets
Luna Grill & Diner
Medi (Coming Soon)
PING by Charlie Chiang's
Capitol City Brewing Company

Caribou Coffee
Carlyle Grand Café
Robeks Fruit Smoothie &
Healthy Eats
Samuel Beckett's Irish Gastro
Pub
Subway
T.H.A.I. in Shirlington
The Bungalow
Yogi Berry

Arts

Signature Theater
AMC Lowes movie theater 7