

## AR Webber Properties Limited – Tenant Welcome Guide

Welcome to the AR Webber community, we are thrilled to have you! We know moving can be a busy & stressful time, but we hope this guide will help make your transition as smooth as possible. At AR Webber, we like to ensure our tenants are well informed of what to expect from us and understand what we expect of you in return. This guide should answer your questions and provide the information you need while living here. Please be advised that your apartment was given a standard clean and inspected prior to your move-in.

### OFFICE DETAILS:

#### AR Webber Properties Limited

**Address:** 1525 LeMarchant St, Halifax, NS B3H 3R3 (Our office is next to the lobby of LeMarchant Towers)

**Hours:** Monday-Thursday, 9-4pm

**Phone:** 902-422-1470

**Website:** [www.arwebber.com](http://www.arwebber.com)

**Email:** [admin@arwebber.com](mailto:admin@arwebber.com)

*Note: We alternate between working in the office and remotely, but we can always be reached by email or phone.*

### MAINTENANCE & WORK ORDERS

For all maintenance issues & requests, please submit a work order on our website:

1. Go to [www.arwebber.com](http://www.arwebber.com) & click on work orders
2. Or go directly to <https://www.arwebber.com/work-order>

This form goes directly to our maintenance team who will come to your unit to make the requested fix (or if you mark that you prefer them to schedule, they'll arrange a time with you to come solve the problem). NOTE: This is our only method of receiving and completing work orders. Tenants must use this system (rather than calling or emailing) to have a work order request completed.

### IN CASE OF EMERGENCIES:

The emergency number is **902-442-2481** – this line is for emergency issues regarding your apartment or building, for all other emergencies please call 911. This emergency line operates after 4pm daily.

### GARBAGE

The cleanliness of our property & participating correctly in recycling & composting is a shared responsibility between us and you. Garbage bins are clearly labeled as to what each bin is designated for. Tenants who do not separate garbage from recycling or leave the garbage on the ground instead of putting it in the bins will be seen on our camera security system and charged \$50 per occurrence. No plastic bags are to be placed in the green bins.

Garbage Areas for Each Building:

- **1521 LeMarchant** - At the rear of the building accessed along the North side.
- **6551-6559 Bayers Road** - Along the West side of the building (towards Connaught)
- **854 McLean:** At the rear of the building. Garbage **must** be in full size clear bags.
- **Coburg and Vernon:** Through the parking lot (behind LeMarchant Tower)

If your property is not listed above, please consult the Halifax.ca website for municipal information.

## **CLEANING**

Please ensure you take the time to clean your unit 1-2 times each month (bathrooms & kitchens) as these are areas of highest traffic and can be costly to clean/repair if not taken care of while you live there.

## **NOISE**

We ask that you be courteous and respectful to your neighbors and refrain from making excessive noise (i.e. playing loud music) or anything that would unreasonably disturb or interfere with the tenants in the units next to yours. Quiet hours in the building start at 9:30pm.

## **PETS**

For those properties which allow pets, owners are responsible for the consistent management of pet debris & pet odor. Please invest in odor eating sprays or powders, ensure there is a rubberized mat under any litter-box and for dog owners- please scoop after your animals. There will be a \$50.00 fee to any owner who is caught not picking up after their dog.

## **PARKING**

Only tenants with a rented/designated parking space, parking Tag and parking lease, are permitted to park in the outside lots or the underground garages. There is NO visitor/overnight parking available- you will be ticketed or towed at your expense.

## **LAUNDRY**

The laundry room (if there is one in your building) is open 24/7 & coin operated unless otherwise stated. Please be respectful as this is a shared common space. Do not leave clothes in the dryer & washer longer than the cycle to be respectful of other tenants that would like to use the machines. Please be sure to clean the lint vent after each use.

## **PICTURES**

You are permitted to hang photographs and other decorations on your wall. Excessive holes on walls from hanging items will result in deductions from your security deposit upon move out. We recommend using Adhesive Hang Tabs that ensure that paint will not be taken off the wall when removed.

## **PAINTING**

Absolutely no painting is allowed in the apartment.

## **LIGHT BULBS**

Replacing light bulbs is the tenant's responsibility.

## **RENT PAYMENT**

Rent is due on the first of every month and is automatically pulled from the bank account you provided in your leasing package.

**THANK YOU for choosing to be a part of the AR Webber community, we're happy to have you here.  
Please don't hesitate to reach out if you have any questions.**

Connect with us on Social Media:  
<https://www.facebook.com/halifaxhousing>  
Instagram: @arwebberproperties