

Welcome to The Sutton!

RESIDENT LIVING GUIDE

At Dweck Properties, we know that home is where life happens, so we want to be sure you have all the knowledge about your community at your fingertips. *"What can I find in this handy guide,"* you ask? From office hours to emergency procedures, to how to submit service requests, and all the other things you need to know to truly enjoy your new home. Let's get started!



Now that you're home, be sure to follow us here:

Facebook: www.facebook.com/TheSuttonapartments and
www.facebook.com/dweckproperties

Instagram: @thesuttonapts & @dweckproperties

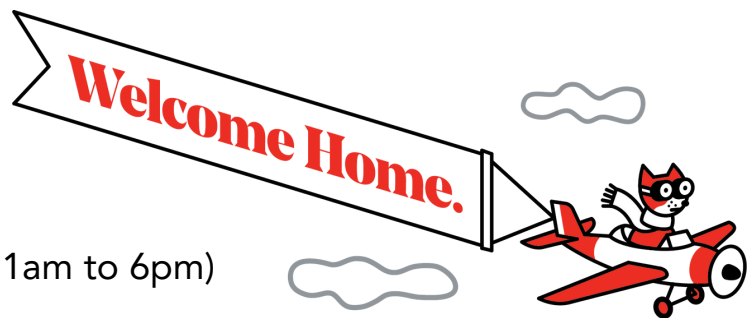
And keep an eye out around the community for resident event flyers - we love to throw a good party!

Where is the office located?

2300 Vantage Dr
Woodbridge, VA 22191

What are the office hours?

Monday - Friday – 9am to 6pm (*Wed: 11am to 6pm)
Saturday – 9am to 5pm
Sunday – Closed



How can I reach the office team?

Reach us by email at thesutton@dweckproperties.com or give us a ring at 703.565.2394. You'll be prompted to Press 1 to speak with a member of our team or Press 2 if you have a maintenance emergency (more on that below).

Don't forget to download the RentCafe Resident App to manage your account and resident experience right at your fingertips!

Apple/iOS Users Scan the QR Code Below



Google/Android Users Scan the QR Code Below



Setting Up Luxer One Package Room Account:

Look for an email from Luxer One about your package room access. If you haven't received one, you can register at LuxerOne.com. Please review the flyer for additional details.

Download the mobile app for contactless pick-up and manage your package settings.

Download App



Want to learn more about Dweck's exceptional team members (and more)?

Check out our blog, "The Human State," at www.DweckProperties.com/blog or scan here



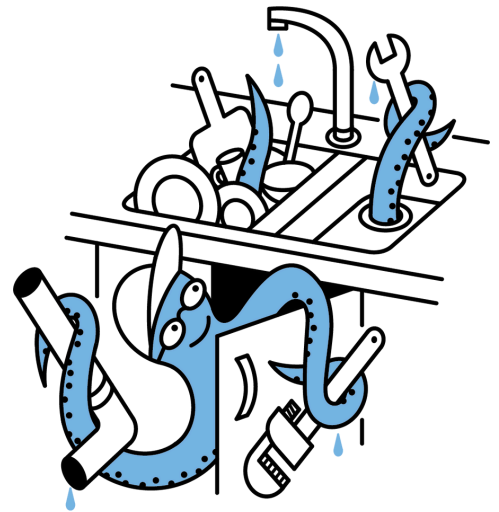
All Things Maintenance

Help! I have an emergency, what do I do?

Fire, flood, or blood?? *Call 9-1-1!* Please call 911 in case of a life-threatening emergency.

Otherwise, these are the things that are considered a maintenance emergency:

- No heat or air conditioning in extreme temperatures
- Electrical or gas failure of any nature
- Stopped-up commode in a one-bedroom apartment
- Water problems – leaks, broken pipes, flooding, overflowing commode
- No hot or cold water
- Malfunction of any essential appliance (refrigerator, stoves, and in certain cases garbage disposals)
- Any unsecured entry (please close all exit doors, and do not leave doors propped open)
- Power outage that is not the responsibility of the resident



Please note that when calling the emergency service line, 703.565.2394, select option #2 for Emergency Maintenance. Be sure NOT to use the online portal for emergency service requests since these are received via email and may not receive the immediate attention warranted by emergencies. Also, make note of where the fire extinguishers are located in your hallway.

What do I do for all other maintenance needs?

The Maintenance team is available to assist all residents with general work order requests. We promise a 48-hour response (not necessarily completion based on the type of repair) to any work orders from our residents.

Please submit all non-emergency maintenance requests through your resident portal.

Here are a couple of quick maintenance tips to keep in mind...

- If you live in an apartment home with an individually controlled HVAC, you control your home's temperatures.
- Looking to save money on utilities? No need to turn your thermostats off, simply adjust the temperature.
- If the garbage disposal stops working, try pushing the RESET button (it can be found on the underside of the disposal).
- Remember, the disposal is not intended for food disposal (reach out to us for a Disposal Do's and Don'ts brochure).
- Additionally, when you run the disposal, you should continue flushing cold water through for 30 seconds after you switch it off.
- Should you ever experience a leak in your sinks or toilets, locate the water shut-off valve, usually found directly behind the toilet. Be sure to turn the water off when the leak is first discovered to avoid further damage to you or your neighbors. Call 703.565.2394 and Press 2 for Emergency Maintenance immediately.
- Need help navigating your appliances? Give us a call, we're here to help!
- Pest control needs? Give our team a call and we'd be happy to schedule a service for you.
- Don't forget to clean the clothes dryer lint trap after each use. That will reduce drying time. Also, for HE (High Efficiency) washing machines, only use HE detergent.
- Fire extinguishers are located in each hallway.

Rent, Parking, Concierge Services, Packages, & Pets

So now that I live here, how do I pay my rent?

As a reminder, rent is due on the 1st of each month. Please set up a rent payment account through the Resident Portal (same location you created your online application, link found on the community website). From here you'll be able to submit your monthly payments or set up auto-pay, enter maintenance service requests, reserve amenities, sell items, and view all lease documents.

Concierge Payments Submit Request Lease Utilities

Payments

Make Payments Auto-pay Setup Recent Activity Payment Accounts

Have questions about how to make payments or setup automatic recurring payments? Contact (866) 204-4070 for assistance.

Current Balance: \$0.00 As of: 11/20/2023

Missing a payment can be expensive.

Set up auto pay

To make a payment select "Pay Now"

Pay Now

Charge	Amount	Charged on
November Monthly Charges		
Charge	Amount	
Rent - Residential	\$2,295.00	

Where should I park my car? What about my guests?

Parking is available within the community on a first come, first serve basis. Parking is \$35/month for each vehicle with a max of two vehicles per household. Additional vehicles can only park on the 6th floor of the garage for \$50/month. Reserved parking is also available in our garage for \$75/month. All vehicles must be registered with the leasing office and display the Dweck parking decal.

Guest passes are required at all times. To obtain a guest parking pass please visit our leasing office. Towing is enforced 24/7 so it's important that you properly display any required parking decals and guest passes.

Rent, Parking, Concierge Services, Packages, & Pets

I love to shop online! How does package delivery work?

All packages are delivered directly to our Luxer One package room, located behind the leasing office adjacent to the yoga room entrance. When your package is delivered to the Luxer One system, you will get a mobile notification with an access code. Enter the access code at the Luxer One touchscreen to pick up your package.

Is there a place to walk my pup? What about a dog park?

Yes! Our community has a Bark Park with two areas - one area for small dogs and another for larger ones. Please remember that all pets should be always on a leash when outside of an apartment home or the Bark Park. For the sake of your neighbors' shoes, please clean up after your pet and dispose of all pet waste. Outside of our community, the parks and trails along Neabsco Creek Boardwalk are a favorite spot for dogs and their humans!

Balconies/Patios

Do not use your balcony or patio for storage purposes. No water, furniture, or grills are allowed on the patios for safety reasons. Please do not obstruct any sidewalks or the mechanical closet in your apartment.

Smoking Policy

Please understand that this community is a smoke-free building. This means that smoking of any kind (including vaping of tobacco and non-tobacco products) is not permitted in any part of the building, inside or out. This includes your apartment home and our lobbies, corridors, patios and courtyards, pool and grilling decks, loading docks and garages, dog parks, club rooms, business centers, fitness centers, leasing and management offices, and all other "community" spaces. You should be 75 feet away from the building when smoking outside.

Are there quiet hours?

Prince William County quiet hours are from 10PM to 7AM on weekdays and from 10PM to 9AM on weekends. If your neighbor is excessively noisy, please contact the non-emergency police and our leasing team at 703.565.2394. You'll be prompted to Press 1 to speak with the office.

My job is transferring me out of the area. How do I submit my notice to vacate?

While we hope you never leave, we get it, life happens. Please make sure to submit your written notice either 30 or 60 days in advance (based on your lease terms). We have a great form for that! You also have the option to transfer to another one of our communities. Did you know that we have many other communities in the area? See them at www.dweckproperties.com.

You're welcome to transfer at the end of your lease without charges or during your lease with the payment of a transfer fee and new deposit (unless using the 30 Day Satisfaction Guarantee). We're happy to help you find your next home within the Dweck portfolio!

Moving In

When can I move in?

Please contact the leasing team to confirm your freight elevator reservation time and date for your move-in. This can be scheduled in 4 hour blocks.

Residents can move in between:

Monday – Friday from 9AM – 5PM

Saturday from 9AM – 4PM

Sunday we are closed.



Community Map



Community Amenities & Rules

Fitness Center

We invite you to use our 24-hour, fob-access Fitness Center with great cardio and free weight equipment. Guests are welcome, and must be accompanied by a resident.

Business Center

Discover our 24-hour, fob access Business Center! Please do not connect personal devices to Business Center computers or adjust the settings. Please also be mindful of others as this is a shared space.

Coffee Bar

Our coffee bar, located in the leasing office, offers options including coffee, espresso, latte, cappuccino, hot chocolate, and hot water. Cups, cream, and sugar are also available.

Club Room/2200 Lounge Room

Enjoy our Club Room/Lounge Room! The Club Room/Lounge Room is a beautiful shared space to relax, study, or just find a home away from home. This space is also available to rent for private events - just ask our Leasing team to assist!

Pool

Our outdoor pool and lounge areas are open Memorial Day to Labor Day, 11 AM - 8 PM weather permitting. Each resident listed on the lease will receive a pool wristband. Two guests per apartment are allowed for a fee.

Bark Park

Dogs are welcome to run and play at our dog park with two areas, one area for small dogs and another for larger ones. Please remember that all pets should be always on a leash when outside of an apartment home or the Bark Park. Please clean up after your pet and dispose of all pet waste in an appropriate receptacle.

Hospitality Suite

Guests coming to town? Our Hospitality Suite can be reserved in advance. We offer a fully furnished, one-bedroom home with internet connection. Please see the Leasing office for more details.

Planning to be away for some time?

We assist with giving keys to pet or plant sitters (see our Leasing team).

Storage Space

Ask our leasing team about our additional storage space available to rent between \$35-\$120/month.



Public Transportation

Bus Routes

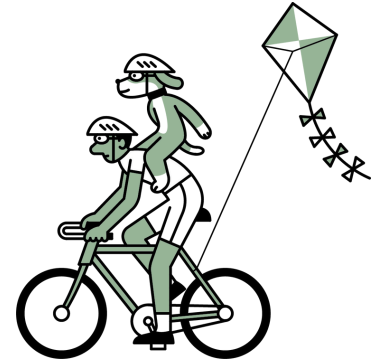
The Omniride Bus offers Routes around the Woodbridge Area, Manassas Area, and Washington metropolitan area.

Metro & Train

You are less than 3 miles from the Amtrack/VRE stations, connecting you to Old Town Alexandria, downtown Washington, D.C., Reagan National Airport, and more.

More Transportation Details

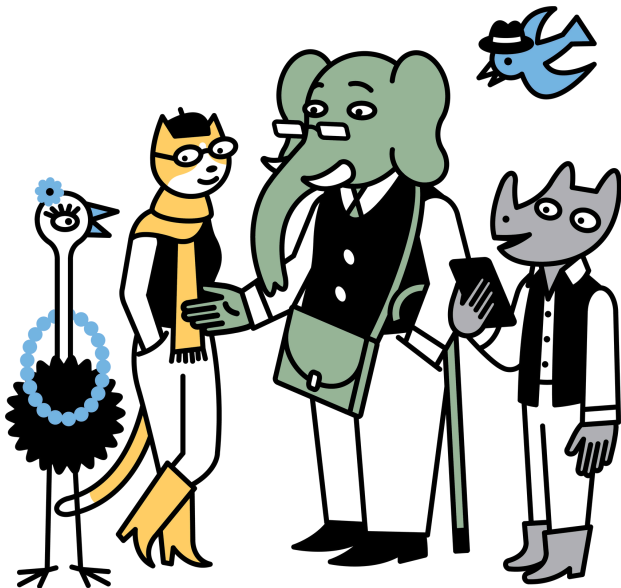
You can check the Prince William County Transportation link for more details, www.pwcva.gov/departments/area-agency-aging/transportation.



Resident Referral

It pays to have friends and we'd love to meet yours!

Refer a friend, and when they move in you'll receive **up to \$1500!** Just make sure they mention your name when they tour and apply.

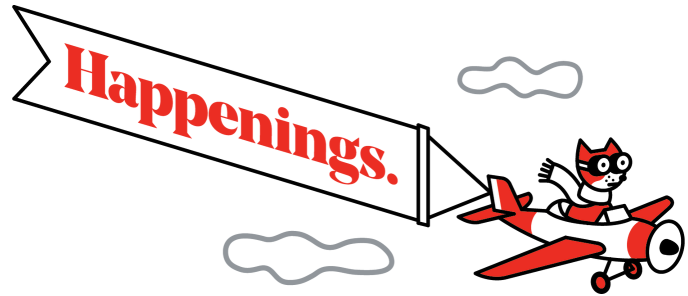


You can also refer them to another Dweck Properties community to receive that community's referral bonus that community's referral bonus offer.

Restrictions may apply, see the leasing office for details.

You're Invited!

We love to host community events for residents! Be on the lookout throughout the community for event flyers and calendars. Trust us, you don't want to miss out on our parties!



Have some feedback to share with us?

Here at Dweck Properties, we are committed to delivering great customer service. To help achieve this, we will be conducting ongoing surveys to better understand what our residents value most and how we are measuring up. We kindly ask that you use this opportunity to provide candid feedback on your experience, as well as any suggestions for improving our service to you. Thank you in advance for sharing your feedback, and most importantly, for calling The Sutton Apartment home.



Send us your feedback any time!

