

An aerial photograph of Capitol Park in Washington, D.C. The park is a green oasis in the heart of a dense urban environment, featuring trees, walkways, and outdoor seating areas. It is surrounded by historic and modern buildings, including the David Whitney Building in the background. The scene is captured from a high angle, looking down the street towards the park.

The Albert Capitol Park

WELCOME TO CAPITOL PARK

On behalf of The Albert Management Team, we would like to thank you for choosing The Albert at Capitol Park as your new home.

This reference guide is meant to help you get acclimated to your new home and to familiarize yourself with The Albert lifestyle. We recommend that you keep it handy for those days when you're wondering what, where, or how. As always, your comfort and convenience is our first priority.



AMENITIES

THE LOUNGE (3RD FLOOR INTERIOR LOUNGE)

Located on the third floor, this plush indoor lounge is a great place for you and your guests to relax and entertain. Features include a full kitchen, pool table, large screen televisions, coffee station, complimentary refreshments, and Wi-Fi. Take advantage of the gorgeous views of the historic Capitol Park district from the 3rd floor terrace.



THE TERRACE

The Terrace provides a unique outdoor space to enjoy the views, a few drinks, and some good company. Complete with comfortable seating, and two large screen televisions. This is a hidden gem within our community



THE GYM (HEALTH & FITNESS CENTER)

No need for a gym membership when you live at The Albert. Our state-of-the-art fitness center has everything you need for a great workout. What could be more convenient than having 24/7 access to a fully equipped fitness center without ever stepping foot outside of the building?



THE BUSINESS SUITES (BUSINESS/CONFERENCE CENTER)

Our Resident Conference Center is located on the 3rd floor and offers complimentary Wi-Fi access, as well as printing capabilities.

THE SALON (PET GROOMING STATION)

With our Pet Grooming Station available to all residents, there's no need to worry about Fido making a mess of your apartment. Enjoy this complimentary room, located on the lower level laundry area.

THE PARK (BARK PARK)

Located in the heart of Capitol Park, across from The Albert, our Park provides green play space for Fido and his friends. Please be certain to clean up after your pet by using one of our pet waste receptacles. All pets must be closely monitored to ensure playful fun.



HUNTINGTON CLEANERS

We know you're busy, so let us provide assistance with your dry cleaning needs. With Huntington Cleaners you simply place your items in an empty locker, secure it using a 4-digit code of your choice, place your order online at findyourlocker.com or by utilizing the Huntington Cleaners app. When your freshly pressed clothes are delivered you will be notified with the locker number and 4-digit code where your freshly laundered items are located. Lockers are located in the lower level of the building by the elevator. Residents can sign-up at indyourlocker.com or by downloading the Huntington Cleaners app.



DAILY LIFE

RENTING AT THE ALBERT

For your convenience, we offer two ways for residents to make payments:

1. Checks can be delivered to the Leasing Office, located on the 3rd floor. *Please make checks payable to:*

The Albert at Capitol Park (please be sure to include your apartment number in the memo field).

2. Don't feel like leaving your apartment? No problem!

Use our convenient Resident Portal to pay rent online.

We accept most major credit cards (Visa, Discover, and MasterCard), as well as e-checks and FlexPay. *Enroll at: thealbertcapitolpark.com.*

COMMUNITY EXPECTATIONS

Please respect the building and your neighbors by refraining from smoking inside The Albert. This includes all apartments, indoor and outdoor common areas, foyers, hallways, etc. Help us maintain a fun, friendly, and safe living environment. Please be considerate of your neighbors and our team members.



PARKING

We offer monthly parking at the 1001 Woodward Garage, just steps away from The Albert.

RESIDENT STORAGE

Need a place to keep your holiday décor or memories of the past without cluttering your closets? Private storage lockers are available for residents to rent and are located in the lower level. Please see the Management team to secure a locker.

TRASH REMOVAL

Trash disposal chutes are conveniently located next to the elevators on each floor. Please make sure all items are properly secured in a heavy duty closed trash bag before placing in the chute. Large boxes can be broken down and placed in the bin next to the trash chute or in the dumpster located right outside the back door. Please do not leave any refuse on the floor of the trash rooms. Need to dispose of something too large for the trash chute? Please don't try to force it down, contact management for guidance with large items and furniture.

MAILROOM

Resident mailboxes are located in the rear lobby, identified by apartment number.

PARCEL PENDING (SUB PARCEL PENDING FOR SMART PACKAGE SOLUTIONS)

Expecting a package while you're out? The Management

office does not accept packages; but The Albert has made it even more convenient for you with Parcel Pending services. This is a program located at the rear of building. Residents will receive email invite. We know you're busy and purchasing many items on-line. With Parcel Pending you will instantly be notified by text and/or email once your package is delivered. All packages must be picked up within 72 hours to reduce clutter and package issues. Be sure to update your delivery instructions to help ensure packages are placed in the correct area.



HOME CARE

WE'RE HERE TO HELP!

Not sure where to find a particular cleaning product? Need help disposing of paint or chemicals? No problem, just let our maintenance team know and someone will be happy to assist you. In the meantime, here are some helpful tips to help keep your new apartment looking great.

CABINETS

- Wipe with a damp water absorbed cloth and dry with a lint free cloth
- Do NOT use harsh abrasives or detergents (i.e. steel wool, scouring pads), Ammonia based cleaners (i.e. glass cleaner, all purpose cleaner), Silicone polishes or Wax Paste

STAINLESS-STEEL APPLIANCES & SINKS

- Use soap and water, dish detergent, or ammonia for routine maintenance
- Rub with a soft cloth and mineral oil to restore luster
- Remove rust stains by rubbing lightly with a soft cloth
- Help us protect the environment! Avoid pouring paint, chemicals, oil, grease, etc. down the drain.

GARBAGE DISPOSALS

- Should your disposal stop working, don't panic! Try clearing debris from the disposal and then press the black/red "reset" button on the bottom of the disposal under the sink.
- Troublesome odors? Simply drop in some lemon slices, ice cubes, and salt and turn on the disposal. This should clear up any foul odors.

HEATING AND COOLING SYSTEM

- Your home is controlled by an individual central thermostat. To assure comfort and conserve energy, it is recommended that your thermostat is set at one temperature.
- To keep your air conditioning and heating equipment working at peak performance, follow these simple guidelines.
- Do not obstruct or place any personal property in front of any air conditioning or heating equipment or vents. This could impair circulation and prevent proper venting of exhaust, which could result in higher electric bills, constitute a safety hazard, and cause permanent damage to the premises.
- To keep your home warm set the selector switch HEAT and set the fan switch to AUTO. Utilize the up and down arrows to set the controls between 68 and 74 degrees Fahrenheit to provide maximum heating. Setting them higher will not heat your apartment any quicker.
- In the winter, open your window coverings during the day to allow the sun to warm your apartment and help reduce the power load. Do not switch your thermostat directly from COOL to HEAT or from HEAT to COOL. This could cause permanent damage to your unit. Turn it to the OFF position first.
- In hot weather, set the selector switch to COOL and set the fan switch to AUTO. Utilize the up and down arrows to set the controls between. Set the controls between 74 and 76 degrees Fahrenheit to provide maximum cooling. Setting them lower will not cool your apartment any faster. Your air conditioner functions most efficiently when all doors and windows are closed. We recommend keeping your window coverings closed during the day to keep your apartment cooler.

GRANITE COUNTERTOPS

- Regular maintenance is as easy as wiping the countertop down with warm water, a few drops of dish detergent, and a soft cloth.
- For more heavy-duty cleaning, you can use designated granite counter cleaning products, available at most hardware stores.

VINYL/WOOD FLOORING

- To keep your floor's beautiful appeal, sweep or vacuum regularly.
- Mop floors using a mixture of 50/50 hot water and vinegar. Please avoid using harsh cleaners as they may damage the surface of the flooring.
- Remove wax build-up using a solution of isopropyl alcohol and hot water.

GLASS STOVE COOKTOP

- We recommend cleaning with Magic Glass Cooktop Cleaner & Polish, used as often as necessary.

WINDOWS

- If you have questions about opening/operating the windows in your apartment, please reach out to a member of The Albert team.

CABLE/INTERNET

- Your new apartment is pre-wired for Xfinity or Zentro.



CONTACTS

IMPORTANT CONTACTS

MANAGEMENT/LEASING OFFICE **313.410.9312**
leasing@brodersachse.com

EMERGENCY REQUEST **313.410.9312 Option 3**

EMERGENCY (POLICE/FIRE) **911**

DTE ENERGY **800.477.4747**

XFINITY **734.231.9268**



EMERGENCY SERVICES

EMERGENCY SERVICES

The Albert at Capitol Park provides emergency maintenance service 24 hours a day, 7 days a week. Our team is here to solve any problems you may have! Please feel free to contact our management team at 313.410.9312 during normal business hours (10:00am – 5:00pm • Monday – Friday). After normal business hours, please call 313.410.9312 and follow the prompts for emergency maintenance (ext. 3).

EMERGENCY SERVICES APPLY TO THE FOLLOWING:

- Loss of heat when temperatures report below 50 degrees
- Loss of central air when temperatures exceed 85 degrees
- Water leak damage
- Resident unable to shut off running faucet
- Total loss of electrical power in the home
- Nonfunctional lavatory (this does not apply if there is one working lavatory)

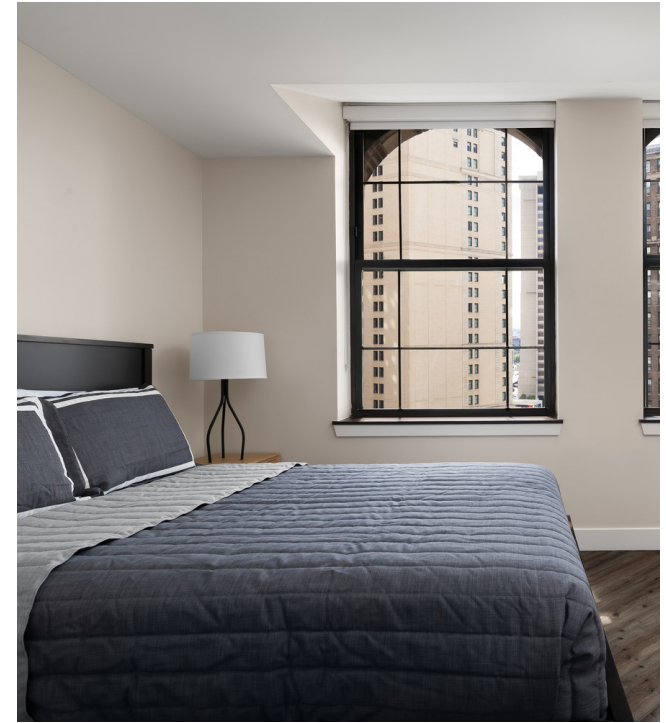
TO PLACE A NON-EMERGENCY SERVICE REQUEST:

- Submit all requests through the Resident Portal or contact the Leasing Office at 313.410.9312
- Maintenance requests should include: name, address, apartment number, if you have a furry friend and preferred method of contact
- Please do not stop the maintenance staff during the course of the day to request a work order

FOR OTHER PROBLEMS/EMERGENCIES

Fire & Police Emergencies.....911

Loss of Electrical Power from Outside.....DTE Energy 800.477.4747



**WELCOME HOME.
WE'RE HAPPY YOU'RE HERE.**

The
Albert
Capitol Park

1214 GRISWOLD ST.
DETROIT, MI 48226
THEALBERTCAPITOLPARK.COM

PROFESSIONALLY
MANAGED BY:
**BRODER
SACHSE**

REAL ESTATE

3663 WOODWARD AVE.
STE. 550 DETROIT, MI 48201
BRODERSACHSE.COM

