



COLUMBIA CROSSINGS

Welcome! We appreciate your business and look forward to a long and happy partnership.

Leasing Office Address: 515 N.E. Tomahawk Island Dr. #100 Portland, OR 97217-8100

Office Hours and Phone Numbers:

Leasing Office:	Monday - Friday	9:00 a.m. to 5:00 p.m.	(503) 283-2444
	Saturday	10:00 a.m. to 4:00 p.m.	
Accounting:	Monday – Friday	8:00 a.m. to 5:00 p.m.	(503) 283-2444 Ex.16
Facilities/Repair:	Monday – Friday	8:00 a.m. to 5:00 p.m.	(971) 255-8056
	Emergencies Only	(24 hours)	(503) 720-2621
Fuel Dock:	Please call for hours		(503) 863-9641
Security:	(24 hours)		(503) 720-2621

E-MAIL:

[COLUMBIA CROSSINGS](mailto:leasing@columbiacrossings.com)

Leasing Office: leasing@columbiacrossings.com

[COLUMBIA CROSSINGS](mailto:accounting@columbiacrossings.com)

Accounting Office: accounting@columbiacrossings.com

[JANTZEN BAY](mailto:jharbormaster@columbiacrossings.com)

Harbormaster: jharbormaster@columbiacrossings.com

[Tomahawk Bay](mailto:tbarbormaster@columbiacrossings.com)

Harbormaster: tbarbormaster@columbiacrossings.com

[HAYDEN BAY](mailto:hbarbormaster@columbiacrossings.com)

Harbormaster: hbarbormaster@columbiacrossings.com

Payment Options:

Secure Drop box: located to the right of the Leasing Office door.

Check/Money Order payments only: Mail to **P.O. Box 60093, City of Industry, CA 91716**

Online Payments:

- To pay online by check, debit or credit card go to www.Clickpay.com
- Click Register and then create your online profile with ClickPay
- Connect Your Unit using the lease ID found on your monthly statement.

Address' for Lease ID: Use the address' below to set up your new account.

Hayden Bay:	201 N Lotus Beach Dr.	Portland, Or 97217
Tomahawk Bay:	515 NE Tomahawk Island Dr.	Portland, Or 97217
Jantzen Bay:	12010 N Jantzen Dr.	Portland, Or 97217
RV Storage:	51 N Tomahawk Island Dr.	Portland, Or 97217
Public Storage:	1940N Jantzen Ave.	Portland, Or 97217

- Your account number will be your slip number. **Ex. JB-0101**
- Set up **Automatic Payments** or click **Pay Now** to make one-time payments.

Clickpay Payment Fee Chart:

Payment Method	Fees
eCheck (ACH)	No Fee
Credit Card	2.99% of transaction amount (\$3.00 minimum)
Visa Cards	\$10.00 Flat Fee

*Foreign Transaction Fee: An additional 1.00% fee when using an international card.



HAYDEN ISLAND
RV STORAGE

HAYDEN ISLAND
HOUSEHOLD STORAGE



MARINA ELECTRIC SERVICE (Shore Power)

Our standard minimum service per slip is a single 30 amp, 125-volt outlet. To connect, you must supply a 10/3-power cord with a 3-prong twist-lock plug (male). A *Columbia Crossings' Harbormaster must approve your power cord for use.*

TO ORDER SERVICE:

For Tomahawk Bay or Jantzen Bay slips 701 – 740:

Electricity is supplied and billed by Portland General Electric (**PGE**). To order service, please call: **(503) 228-6322** and request (residential) service. Give PGE your service address as listed below, and your billing address (address where you receive mail).

Note: Your service address is not your billing address.

SERVICE ADDRESSES:

Tomahawk Bay: 515 N.E. Tomahawk Island Drive, Slip #TB _____

Jantzen Bay slips 701 - 740: 1100 N. Jantzen Avenue, Slip #JB _____

For Hayden Bay and all other Jantzen Bay slips:

If you selected "Yes" for electrical service when you signed your moorage lease, **electricity will be supplied and billed by Columbia Crossings** directly.

Electricity service charges will appear on your monthly statement from Columbia Crossings. **You will be charged a monthly base rate plus usage.** **Note:** The billing period for electrical service is mid-month to mid-month.

To discontinue your service, or to activate it after your lease is written, you must provide us a signed written request. Your request can be emailed to leasing@columbiacrossings.com or mailed to the address printed on your lease. Final electricity invoice will be invoiced the day after premises are vacated.

FACILITIES ACCESS SYSTEM

About the system: Access to our facilities is controlled by an electronic system. It can provide very effective access control, but only if everyone uses it conscientiously. Please don't rely on the kindness of your neighbors for access - **always use your access card to open a closed gate or door.**

Try not to let anyone follow you through an open gate. Should it happen, do not challenge the person. Security can be reached 24 hours a day at (503) 720-2621.

About the cards: Access cards issued to you are yours to keep. They are programmed to your name and specific access needs. If you leave us (terminate your lease), we deactivate your cards. Next time you lease with us, we reactivate them.

The price per card is \$15.00. We can only sell access cards to the Lessee. If it is not possible for the Lessee to come to our office in person, his/her representative must present a written request signed by the Lessee. Please phone (503) 283-2444 if you have questions.

If your card is ever lost or stolen, phone us at (503) 283-2444. We will deactivate the lost card(s).

How to use the system: Each controlled gate or door has a card reader. The reader is a small (3" x 5") gray box with 3 small lights (Green, Yellow, Red). The yellow light glows when the system is ready. To open a gate, hold your white access card up to the reader. The reader light will change from yellow to green and the gate will unlock. If the light changes to red, try your card again.

If that fails, phone the Leasing Office during business hours at (503) 283-2444 or security after hours at (503) 720-2621.