

RESIDENTIAL TENANT INFORMATION

UTILITIES

Tenants must call the utility companies directly. Should a utility company request access to a locked common area of the building (e.g. basement), the tenant must coordinate with the Management Office at least 24 hours in advance to arrange for a staff member to allow access. Appointments that require assistance from the staff must be scheduled no earlier than 8:00 a.m. and must be completed by 4:00 p.m. Monday-Friday. Tenants must be home during these visits. Investment Properties Ltd. staff will not provide access into apartments for utility workers.

The installation of satellite dishes is strictly prohibited at all apartment buildings.

LEASE INFORMATION

Rent Checks

Rent checks are due on or before the first of the month. Rent checks must include current address and apartment number to ensure proper credit to your account. A \$30.00 service fee will be charged to any tenant whose check is returned from the bank for any reason.

Early Termination of Lease

In the event a Tenant ("Original Tenant") intends to terminate a lease early, the following must occur:

- Tenant must notify Investment Properties Ltd., in writing, of the intention to terminate the lease early.
- Landlord will list the apartment with a real estate broker and will attempt to find a New Tenant ("New Tenant").
- If or when a New Tenant is located and approved, a new lease will be signed for the apartment.
- Landlord will then consent to the termination of the original Lease and present a Termination of Lease Agreement for the Tenant to sign.
- The following charges will be assessed to the Tenant relative to the termination:
 1. \$50.00 administrative fee is charged upon signing of the Termination Agreement.
 2. The pro-rata share of any brokerage commissions that were paid by Landlord to the real estate broker when Tenant rented the apartment.
 3. The negative difference (if any) between Tenant's rent and the New Tenant's rent for the remainder of the original Lease term.

All of the above conditions must be met in order for Landlord to release Tenant from their Lease Agreement. In the event these terms are not met in full, Tenant is responsible for paying rent under the terms of the Lease until its expiration date.

In the event that Tenant terminates the Lease early, Tenant may **not** use the last month's rent deposit to pay for the last month of tenancy. The last month's rent deposit will be refunded to Tenant after the apartment is re-rented and the New Tenant has signed a lease.

Subletting

Only those individuals who are named on the lease may occupy apartments. Under no circumstances may tenants change roommates without prior landlord approval, as this constitutes a violation of the lease. Any potential sublettor must complete the application process including credit and reference checks in order to be approved. An administrative fee payable to the real estate broker will be charged at the time of application.

In the event that the Landlord consents to a sublet in accordance with the terms of the Lease, the original Tenant's name shall remain on the lease for the entire term and Tenant shall be primarily responsible for the full performance of the lease.

MAINTENANCE PROCEDURES

The Management Office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. The maintenance staff's hours are Monday through Friday from 8:00 a.m. to 4:00 p.m.

To request maintenance, please complete a maintenance request form available on line (see link on homepage) or contact the Management Office at 617-964-4600.

For emergencies contact the Management Office at 617-964-4600. After hour emergency requests should be placed using the same phone number and following the phone prompts for assistance.

It is not necessary for tenants to be present in order for the staff to perform maintenance. Tenants who request to be present during maintenance repairs should be aware that response time may be delayed due to scheduling issues.

Tenants are responsible for plunging their own toilets. In the event the maintenance staff is required to plunge a toilet, tenants will be charged for the service call. Please do not use Draino or other similar products to clear clogged drains. These chemicals can damage the pipes as well as present a hazardous situation for the plumber.

Tenants are responsible for replacing all light bulbs within the apartment.

Please do not leave windows open during the winter months as the cold air may cause the pipes to freeze. Tenants may be financially responsible for damage that results from open windows.

There will be a lockout charge for anyone who requires entry into their apartment with the assistance of the management company. This fee must be paid in full at the time of the service call. For your protection, identification is required for apartment lockouts. Neither apartment access nor keys will be issued to anyone who is not listed on the lease. In the event that no one on staff is available, the tenant is responsible for access to the apartment and any expense incurred for a locksmith's services.

Maintenance Charges

Description	Charge
Lockout	\$25.00 – Monday-Friday, 8 a.m.- 4 p.m. \$40.00 - all other times
Toilet plunging	\$40.00
Tripped circuit breaker/blown fuse due to overload	\$15.00 - Monday-Friday, 8 a.m.- 4 p.m. \$40.00 - all other times
Replacements keys	\$15.00
Replacement cost of smoke or carbon monoxide detectors that have been removed or tampered with	\$50.00

PROPERTY RULES AND REGULATIONS

Security

In the interest of security, we remind all residents to allow building access only to those people they know or are expecting. When entering the building, do not hold the door open for anyone unless you know that they reside in the building.

Tenants whose doors have been equipped with deadbolt locks are strongly encouraged to use them at all times.

Safety

The use of barbeques, grills or hibachis is strictly prohibited on all properties.

Be advised that while fireplaces have been fitted in some units, no attempt should be made to operate them. All fireplaces have been disabled and do not work.

Smoke and carbon monoxide detectors are installed for the safety and protection of all tenants. These detectors serve an important alert function in the event of an emergency. If your detector's battery is low or you are having problems with these detectors, please submit a maintenance request. Do not tamper with or disengage these devices.

Tenants are not permitted to access or use the roof of the building or fire escapes other than for emergency egress. Please become familiar with the emergency exits in your building.

Insurance

Personal Property Insurance (Renter's Insurance) is strongly recommended. Damaged or stolen property is solely the responsibility of the tenant and is not covered by the management company's insurance policy. Please contact your insurance agent to choose the appropriate policy and coverage for your individual needs. If you do not have an insurance agent you may contact Knapp, Schenck and Company Insurance Agency, Inc at 617-742-3366 for assistance or access their website at www.knappschenck.com

Parking

Parking anywhere on the property for any length of time is strictly prohibited unless it has been specifically agreed upon in your lease, or you have rented a space from us under a separate written parking agreement. Any cars found parked illegally will be towed. If you are interested in renting a parking space you may contact the Management Office at 617-964-4600.

Guest parking is not available at the apartment buildings. Please contact the local Transportation Department for municipal parking information. Unauthorized vehicles will be towed.

Noise

Please remember that you are part of a community. Show courtesy to your neighbors by keeping music and noise to a minimum, especially between the hours of 11:00 p.m. and 8:00 a.m.

Trash

All trash must be contained in tightly secured plastic garbage bags. Trash bags should not contain liquids that may leak in transit to the disposal site. Trash must be put *into the appropriate receptacles* and may not be left in the hallways or common areas.

Storage

The storage of personal property in the hallways or common areas is prohibited by fire code. Bicycles, baby strollers, furniture and other personal property will be removed and disposed of at the owner's expense.

Bicycles may not be stored outside of the building. Bicycles must be stored in the apartment.

Window Air Conditioning Units

The installation of air conditioners by tenants is not permitted.