

Joy Realty Associates Inc.,

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HOUSE RULES FOR YOUR APARTMENT—READ VERY CAREFULLY!

Move-In Procedures:

1. No keys will be issued until the complete first month's rent is paid.
2. Arrival of the first tenant should be scheduled with the management office.
3. The first tenant to arrive will be given all the apartment keys and the mailbox key.

Payment of Your Rent:

1. Checks are to be made payable to: **JOY REALTY ASSOCIATES, INC.** (If rent checks are sent to you from your parents or other sources, please instruct them to send the checks to you).
2. Rents are due and payable on the **FIRST** day of each month.
3. **NO PARTIAL PAYMENTS WILL BE ACCEPTED.** If you are living with roommates, you must submit all the checks together, or they will be returned to you, and your rent will be considered unpaid until this is corrected.
4. Yellow rent bills will be placed under your door before each month.
5. Take the yellow rent bill and the rent check(s) (totaling the full amount), and drop them off at the Joy Realty Office, or through the Mail Slot after hours (8:00 AM to 4:00 PM, Monday thru Friday).
6. The yellow rent bill will be signed, dated and returned to you in your mailbox once the rent has been paid.
7. All payments must be made by check or money order. **NO CASH** is accepted.

Keys:

1. Do **NOT** have your keys reproduced for any reason! Locks are always changed once an apartment becomes vacant.
2. Each tenant will receive one suite key and one mailbox key.
3. Suite keys open the front door of your building, the rear door, and your apartment.
4. Suite keys for residents of 24 Westland Avenue will also open the rear door of 28 Westland Avenue, to gain access to the laundry room in the basement.
5. Charge for lost keys: \$1.00 per key.
6. If keys are lost with your identification, the lock will be changed at the tenant's request.
7. Extra keys can be obtained at the office for valid reasons, such as a visiting relative.

Repairs:

1. Tenants are not to attempt to make any repairs.
2. **ALL REQUESTS FOR REPAIRS OR SERVICES MUST BE MADE IN WRITING, WITH THE DATE, AND YOUR SIGNATURE, APARTMENT NUMBER AND BUILDING ADDRESS ON IT,** and dropped off at the management office.
3. **NO PAINTING IS PERMITTED.**

Rubbish Removal:

1. All trash is to be placed outside your suite doors after **7:00 PM and before 11:00 PM** every night, except Saturdays, and before any major holidays. Our staff will pick up the trash.
2. Large items should be taken to the basement (or any trash you must get rid of on Saturdays).
3. Trash must be bagged. Please do not overfill the bags.

Shower Heads:

1. A shower head will be installed after the tenants have installed two (2) shower curtains, to contain the water on all sides of the bath.
2. Contact the office for your shower head installation.
3. Shower water must be prevented from striking the floor, to protect ceilings and walls below your suite.

Noise:

We ask that TV's and stereos be played reasonably. We are a NON PRACTICING BUILDING, which means no band or instrument practicing. Please be considerate of your neighbors at all hours. Excessive noise will not be tolerated, especially after 10PM, 7 days a week. Be a good neighbor!

Safety:

The roof and fire escapes are off limits except in emergencies. Please do not leave windows unlocked when unattended.

Welcome to your New Home.