

## **Tetlow Realty Associates, Inc.**

11 Tetlow Street, Boston, MA 02115

Tel/Fax: 1-617-566-1772 (Building Office)

1-617-267-2087 (Management Office)

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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: **TETLOW REALTY ASSOCIATES, INC.** If rent checks are sent to you from your parents or other sources, please instruct them to mail the check 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 through the Mail Slot of the Office Door at 11 Tetlow Street.
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 one 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 and your apartment.
4. Your suite key will open the side door near the laundry room.
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 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 hand 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.