

## **BEFORE MOVING IN:**

### **File Completion**

Please contact your broker/agent who rented you the apartment to find out if your file is complete and all the money has been received by the management company. Such paperwork includes an original signed lease, addendum, rental application, parking application (if applicable), and guarantor form (if applicable), and a credit check report. Please be aware if your file is not complete, you cannot move in on September 1st.

### **Utility Set-up**

Please refer to the utility directory in the "Welcome Package" tab on our website to set up accounts for all utilities not included in your rent. Such utilities may include Gas, Electricity, and Cable/Internet. Please aim to do this before you move into your unit.

## **MOVING IN**

### **What to anticipate?**

September 1<sup>st</sup> is one of the busiest moving days of the year in Boston. With a myriad of colleges in Boston, most leases correspond with the school year and turnover on September 1<sup>st</sup>. Please anticipate a lot of traffic and many people moving in and out of your building. We ask that you be patient and we, as the management company, will dispatch all of our maintenance team to facilitate your move in and to help the best we can. Please understand that your unit may not be cleaned to your standards for many tenants move out very late on the 31<sup>st</sup> of August. However, we will have a large cleaning crew dispatched to your building who will be cleaning your apartment, sometimes while you are moving in. Also, if there is any maintenance issue, please understand that on the 1<sup>st</sup> of September it takes our maintenance crew longer to drive to and from apartments around the city due to traffic than any other day of the year. We ask that you be patient and understanding.

### **Where to pick up keys?**

All real estate agents will obtain your key at our management office. Please contact your broker for more information on receiving your key from their office. For those who rented through the management office you can pick up keys on the first of September at our office at 59 Linden Street Suite #B1, Allston, MA 02134 after 12 PM. No tenant will be able to move in prior to 12pm on September 1<sup>st</sup>, unless given permission to do so by our office. Our office will remain open until 9PM on September 1<sup>st</sup> to accommodate your moving needs.

### **Apartment Condition Statement**

Please fill out the Apartment Condition Statement found on our website or in your Welcome Package to report any damages to the apartment as you see notable. This form is important to review at the end of your lease to determine damages and security deposit refunds. This form can also be used to report any maintenance issues you would like the management office to attend to (you can also report an issue online via E-ticket). Such issues will be taken care of within the month of September. We ask that you return the form within the first two weeks of moving into your apartment. You can drop it in the rent box located in your building or mail the form to our office at 59 Linden Street.

*If you have any questions or concerns, please contact us at our office at 617-789-4446*