

FENWAY

WELCOME NEW RESIDENTS!

To facilitate your transition to your new apartment, attached is some essential and helpful information including:

- A. Fineberg Rent & Maintenance Info
- B. Returned Check Policy
- C. Utility Contact Numbers
- D. Laundry Info
- E. Trash Disposal Instructions
- F. Bike Policy
- G. Maintenance Charges
- H. Cable Permission Letter
- I. Vital Safety Information
- J. Police Procedures for Loud Parties
- K. Resident Parking Information

Landlord Information:

Fineberg Management, Inc.
One Washington Street, Ste. 400
Wellesley, MA 02481

Phone: (781)239-1480
Office hours: Monday – Friday
8:00 – 5:00 PM

Any questions regarding your tenancy should be directed to our main office and not toward your Real Estate Broker!!!

Rent Payments

Please write the following code _____ on all of your rent checks and mail them to the following address:

Fineberg Management, Inc.
P.O. Box 9139
Wellesley, MA 02481

Returned Check Policy: If a rent check is returned by the bank to the Lessor for any reason, there will be a \$20 penalty charged to the Lessee.

Maintenance

Regular maintenance requests are taken Monday-Friday, 8:00 AM – 4:00 PM. The telephone number for the maintenance department is **(617)734-8008**. EMERGENCY calls are also taken 24 hours a day at the same number. Only emergency calls are taken after 4:00 PM. Any non-emergency call taken by the after-hours answering service will not be reported to the maintenance department, so please be sure to call during office hours.

Utilities

Cable	Comcast: (617) 279-1958
Electricity	NStar: (800) 592-2000 for new service & transfer
Gas	National Grid: (800) 532-9600
Telephone	Verizon: (800) 870-9999(<u>have panel tagged by Verizon when requesting new phone number</u>)

Apartment Insurance

Apartment insurance covers your personal property in case of a robbery, fire, or other accidental damage to your property inside the apartment. The cost of Apartment Insurance ranges from approximately ±\$135 per yr. and can be purchased through most insurance agencies.

Info for New Residents

Laundry Rooms

Laundry rooms are located in the basements of 231 Park Drive, and 1167, 1179, and 1185 Boylston Street. If the laundry room is not in your building, then you should receive an entrance key to the building next to you.

Trash Disposal

Please remove your own trash from the building. **Do not leave trash in hallways or in back stairs.** Dumpsters for Boylston Street residents are located behind buildings 1175 and 1179. Dumpsters for Park Drive residents are located behind building 231. Go to the basement of your building and out the back door in order to reach them. If trash is left in the hallways, the City of Boston will fine the individual who created the hazard.

Bicycles

Bikes should be kept inside your apartment. Locking your bikes to the stairs or posts in front of the buildings is **NOT** allowed. Bikes left out front **WILL** be removed.

Maintenance Charges

The maintenance office accepts calls for requests from 9-4 PM, Monday through Friday. The telephone number for maintenance is **(617)734-8008**. An answering service accepts and dispatches EMERGENCY calls (toilet overflow, plumbing leak, no heat/hw, security door lock problems, lockouts, etc.) 24 hours a day. Non-emergency matters are attended to promptly, usually the next day.

Certain maintenance items are not included in your monthly rent. The following list includes maintenance items, which **must be paid for directly to the maintenance person completing the work.** We appreciate your attending to the matter of correct change at the time that the work is done. These items are:

Blown fuses due to overload 9AM – 4PM weekdays	\$15.00
Blown fuses due to overload all other times	\$25.00
Lockouts; 8AM – 4PM weekdays	\$25.00
Lockouts all other times	\$50.00
Lock change, including core and keys	\$35.00
Dead bolt lock installed if provided by resident	\$25.00
Dead bolt lock installed if provided by landlord	\$55.00
Jimmy guard or cylinder guard installed	\$25.00
Mallbox keys – extra or lost	\$10.00
Additional apartment keys	\$10.00
Refrigerator – if punctured by resident:	
If reparable	\$100.00
If non-reparable	\$400.00

Any resident with a private lock, or who installs a private lock must submit a key to our company, per clause 23 of your lease.

Lightbulbs are installed in apartments when new residents move in. After this time, these items are the responsibility of the residents.

We appreciate your cooperation in all of these matters so very much!

Resident Parking Information

To obtain a free parking permit in the City of Boston, you need to present a valid registration showing proof that your vehicle is registered and principally garaged in your name at your address. Proof of residency is required (see below). In addition, there must be no outstanding Boston parking violations against your current plates or prior plates.

Where do I go?

Come in person to Boston City Hall, Room 224, Government Center. Office hours are Monday through Friday, 8:15AM – 5:15PM with extended hours on Thursday evening.

How do I prove residency?

Present one of the following items mailed to you within the last 30 days bearing your name and address:

1. Gas, electricity, or telephone bill
2. Credit card bill
3. Monthly bank statement
4. Cable TV bill

Can I get a temporary permit?

No. The city no longer issues temporary passes.

How do I register my car in Boston?

First, contact an insurance company. A vehicle must be insured in Boston before it can be registered in Boston. Your insurance company will help you with further registration info.

What if I have visitors?

While the transportation department does not offer visitor parking permits, visitor parking spaces are provided. These spaces, usually located at the end of the block, will be clearly posted VISITOR PARKING ONLY. Your visitors may park in these areas for the specified time limit.

For more info call: (617)635-4682 or (617)635-4410

PROTECT YOURSELF...

BURGLARY IS ONE OF THE MOST FREQUENTLY COMMITTED CRIMES IN THE FENWAY AREA. PREVENT & DISCOURAGE BURGLARY IN YOUR DORM, APARTMENT OR HOUSE. REMEMBER, IT DOESN'T ALWAYS HAPPEN TO "SOMEBODY ELSE"!!!!

HERE ARE A FEW TIPS TO PROTECT YOURSELF AND ASSIST THE BOSTON POLICE IN THE APPREHENSION OF CRIMINALS AND RECOVERY OF YOUR BELONGINGS:

- **SECURE DOOR LOCKS**

- DEPEND ON A DEAD BOLT WITH AT LEAST A ONE-INCH THROW;
- SPRING OPERATED LOCKS ARE EASILY PRIED OPEN.

- **REINFORCE WINDOWS**

- PIN DOWN WITH A NAIL OR ADDITIONAL LOCKING DEVICE.

- **LEAVE A KEY WITH A TRUSTED NEIGHBOR**

- YOU MAY GET LOCKED OUT.

- **MAKE YOUR HOME LOOK OCCUPIED**

- PROVIDE ADEQUATE LIGHTING; BURGLARS HOPE TO AVOID CONFRONTATIONS.

- **BE WARY OF POSSIBLE CRIMINAL ACTIVITY IN YOUR NEIGHBORHOOD**

YOU ARE IMPORTANT!! WE NEED YOUR EYES AND EARS TO HELP DECREASE THEFT OPPORTUNITIES. DIAL 911 IMMEDIATELY IF ANYTHING SUSPICIOUS OCCURS.

FOR IDENT-I-GUARD PROGRAM AND RELATED INQUIRIES CALL SGT. WILLIAM FOGERTY, P.O. DAN DALEY OR P.O. STEPHEN LAW AT #343-4376.

BOSTON POLICE - AREA D-4
NEIGHBORHOOD BULLETIN

Boston Police Department
Area D-4
Community Service Office
(617)343-4457

LOUD PARTIES

If you choose to have a party that becomes loud and disruptive to your neighbors, the police may be called.

Police officers *WILL ARREST* the hosts of loud parties for being keepers of a disorderly house and for disturbing the peace. When responding to loud party calls, officers will also check for violations of the State Liquor Law.

ARRESTS WILL BE MADE FOR THE FOLLOWING:

PROVIDING ALCOHOL TO A MINOR

G.L. c. 138, s. 34

Leasees who provide alcohol where there are minors at a party.

SALE OF ALCOHOL WITHOUT A LICENSE

G.L. c. 138, s. 2

Leasees who charge admission at a party where alcohol is served.

POSSESSION OF ALCOHOL BY A MINOR

G.L. c. 138, s. 34C

Any minors possessing alcohol.

Students should keep these provisions in mind to avoid future problems. An arrest becomes a permanent entry on an individual's criminal history record.

the fineberg companies

To Whom It May Concern:

Please be advised that permission is hereby granted for the installation and operation of cable television and equipment at all properties owned and managed by The Fineberg Companies. **THIS DOES NOT INCLUDE SATELLITE DISHES.** It is our understanding that it may be necessary to do some drilling in order to set the equipment up properly. If this is the case, we expect that care will be taken to minimize any damage to the unit. The resident is responsible for all involved costs.

If you need additional information, please contact us at the number below:

Sincerely,
The Fineberg Companies
Residential Department

REAL ESTATE

Whose Responsibility Is It?

by Mark Kowalek

Whether you are new to Boston or just relocating to another unit, you should be thinking about protecting your belongings, obtaining a resident parking sticker and insuring your car in Boston.

There always seems to be confusion around the issue of who is responsible if your personal property is damaged or stolen from an apartment or condominium unit. Many believe that it is the building owner or condominium association that reimburses you for loss of property. Sometimes it is not until we experience a break-in, or our neighbor's hot water heater lets go and leaks on the stereo, that we find out that this is not true.

Purchasing property insurance (aka home insurance, renter's insurance or condominium unit owner's insurance) is the responsibility of the renter or unit owner. In fact, many leases, and most condo association by-laws, clearly state that tenants and residents must purchase their own insurance.

In general, the primary hazards home insurance protects you against are losses caused by fire, theft, vandalism, lightning, smoke, and broken pipes (including sprinklers and hot water heaters). One of the great benefits of insurance is that your property is covered not only at your residence, but anywhere in the world while you are in the world while you are

travel. So for an average cost of \$25 per month, why wouldn't you buy a policy?

For those of you moving to Boston from another state, make sure you have an abundance of patience if you plan on bringing your car. Right up front, know that there is no such thing as a temporary parking permit. Permits are only issued to those who live here; this includes registering your car in town. There are visitor parking spaces if you are lucky enough to find one, but short-term you are better off finding a garage while you learn the ropes of how to get a resident parking permit.

Before you make the trip to City Hall where parking permits are issued, you need a couple of key information pieces: First, pay a visit to the local insurance agent. They will help you register and insure your car in Boston. Once you have obtained the new registration, take it along with evidence of residency (i.e. lease, purchase of sales agreement or a utility bill that is in your name) and go to City Hall. There is no charge for the permit, and the sticker is given to you immediately. Now you can start jockeying for that perfect spot where your car will be safe from dings and scratches. Yeah, right.

With all the details and stresses in relocating your life, think ahead about the protection issues that can make your transition a little less worrisome. After all, insurance is what helps give us peace of mind.