


## PRIOR TO MOVING



- ❖ Please plan ahead and schedule rental vans/trucks, moving companies and other equipment as soon as possible as they rent quickly and there are a limited number of availabilities in the city. Suggestions:  
[U-Haul](http://www.uhaul.com): 1-800-GO-UHAUL                      [Budget](http://www.budget.com): 1-800-283-4382
- ❖ Update your new address online at [www.usps.com](http://www.usps.com) or at your nearest Post Office location. 
- ❖ To avoid service interruption to your service and/ or prevent scheduling delays, please contact the following companies to set up your utilities (Note: Not all may apply at your building):
 

<a href="http://www.nationalgrid.com">National Grid</a>	Gas	1-800-233-5325
<a href="http://www.eversource.com">Eversource</a>	Electricity, Gas	1-800-592-2000
<a href="http://www.comcast.com">Comcast</a> (Paul Moran)	Cable, Phone, Internet	1-617-599-7995
<a href="http://www.rcn.com">RCN</a>	Cable, Phone, Internet	1-866-856-4842
<a href="http://www.verizon.com">Verizon</a>	Cable, Phone, Internet	1-800-837-4966
- ❖ Consider contacting an insurance agent to enquire about a renter's insurance policy. **Our building insurance does not cover any of your personal property** in the event of fire, water damage, or theft, etc. For referral, please visit our website.

## MOVING DAY



**Please contact your rental agent in order to arrange key pick up.** Note that the earliest you can move into your new apartment is at 12:00PM (noon) on your lease commencement date. Although we will use our best possible efforts, certain factors such as high volume move-in periods (i.e. June through September) or move-out related delays may prevent us from being able to completely paint, clean & repair your apartment by your move-in date. In most cases, painting and cleaning is completed no later than the 10<sup>th</sup> day after the lease commencement date. We appreciate your understanding in this matter and apologize for any inconvenience an unforeseen delay may cause you.

## THERMOSTAT GUIDE



Adjust the thermostat in your apartment to reduce usage while at work, school or late at night. Recommended settings while at home are 68 – 70 degrees in the winter. **DO NOT turn off the thermostat during freezing weather or when leaving the apartment vacant for extended periods of time.** The lowest temperature setting you should have your heat during winter or when vacant is 55-60 degrees.

## SMOKE & CARBON MONOXIDE DETECTORS



Do not take down the smoke and carbon monoxide detectors or remove the batteries! They are for your safety and protection as well as that of the other residents in your building.

## SPRINKLER HEADS



Do not hang items from the sprinkler heads as they may break and cause flooding and severe water damage to your apartment and your neighbor's apartment. You will be held responsible for any damage.

**FOR EMERGENCIES, MAINTENANCE SERVICES OR LOCKOUTS CALL: (617) 783-0039** 

24 hours a day, 7 days a week.

Please note that there is a \$150 charge for lockout service.