



Resident Services and Information

Thank you and Welcome to 1443 Beacon Street.

There are a lot of housing options to choose from, and we're honored you've chosen 1443 Beacon Street for your home. The property is managed by Sydney Associates, Inc. We provide a quality apartment home and unsurpassed resident service. We work hard to make your home trouble-free and enjoyable.

This Resident Service guide explains the services available to you, and the rules and regulations that help make this community a comfortable, friendly and welcoming place for all. We hope you will find this guide a valuable resource, but please feel free to contact us at any time if you ever require additional information.

Again, thanks for choosing 1443 Beacon Street, and enjoy your new home. We're delighted to have you with us!

Resident Services

Our 24-hr. front Desk Concierge is available to assist at any time.

Concierge Resident Services: (617) 277-1443 (available 24-hours)

Fax: (617) 232-2336

E-Mail: Lacey: lburnett@sydneyassociates.com
Brandon: bbates@sydneyassociates.com

Should you have any concerns in your apartment please leave a message for our Service Manager, Mike Megna at the front desk by calling (617) 277-1443.

Our Management Team

Sr. Property Manager – Mary Froehlich

Service Manager – Mike Megna

Assistant Manager – Kerry Moore

EMERGENCY TELEPHONE NUMBERS

Police department:	911
Police non-emergency:	(617) 730-2222
Fire Department:	911
Ambulance service:	911
Sheriff's department:	(617) 695-0702
Poison Control:	(800)-682-9211
Electric service: N-Star –	(800)-592-2000
Telephone: Verizon	(800) 980-9999
Cable TV: Comcast	(617) 279-1674
Registry of Motor Vehicles:	(617) 351-4500

Neighborhood Conveniences

High School:	Brookline High School: 115 Greenough Ave	
Elementary:	Michael Driscoll School:	64 Westbourne Terrace
	Pierce Elementary School:	50 School Street
	Lawrence Elementary School:	27 Francis Street
	John D. Runkle Elementary School:	50 Druce Street
Voting precinct:	John W Kickham Apartments 190 Harvard Street	
Library:	361 Washington Street	
Post Offices:	Coolidge Corner: 1245 Beacon Street Brookline Village: 207 Washington Street Kenmore Square: 15 Deerfield Street	
Grocery Stores:	Trader Joe's:	1309 Beacon Street
	Stop & Shop:	155 Harvard Street
	Whole Foods:	15 Washington Street
	Star Market:	1717 Beacon Street
	Shaw's	1065 Commonwealth Ave.
Public Transportation	The T: Green Lines C Train – Closest to Winchester Street/Summit Ave., or Coolidge Corner. Goes outbound to Cleveland Circle, Inbound to Government Center. D Train – Closest to Brookline Village or Boylston St, Goes outbound to Reservoir, Inbound to Government Center.	

B Train – Closest to Harvard Ave., Goes outbound to Boston College,
Inbound to Government Center.

RENT PAYMENT AND LEASE INFORMATION

Rent and parking fees are due and payable in full on the first of each month. Parking fees may be included with rent payment in one check. Checks should be made payable to:

BROOKLINE ASSOCIATES LIMITED PARTNERSHIP or BALP

Please indicate your address and apartment number on all checks. For your convenience, rent checks may be dropped off at our 24 hr. front desk. Rents may also be mailed. There will be a \$45.00 administrative fee in addition to any bank fees for any check returned for insufficient funds. If your check is returned for insufficient funds more than two (3) times during a lease year, we reserve the right to require rent payment by cashier's check. If your rent is not paid by the end of the month, there will be a late fee equal to 5% of monthly rent.

DEPOSITS

Once you've submitted your rental application, there will be an apartment security deposit collected equal to a full month's rent.

OCCUPANCY

Only residents whose names appear on the lease and their children are legally allowed to occupy your apartment. If you wish to add or substitute anyone in your apartment, you must notify our office in writing and complete appropriate paperwork. No substitutions or additions will be permitted unless our office approves the applications in writing. The original named residents will be responsible for the lease terms. There will be a one-half month rental and leasing approval fee for any "roommate changes".

RENTERS INSURANCE

Renter's insurance is a good idea. It protects your personal property if anything happens, and can pay for any damage or loss to the apartment property. You are responsible for damage or loss to apartment property and your person caused by fire, vandalism, water damage, acts of God and other injurious acts or crime.

If your insurance company requests information regarding the nearest fire department and/or community construction, the office manager will be happy to give you the details you need.

INSURANCE

Sydney Associates, Inc. carries insurance to protect our employees and property. However, we are *not* responsible for damage to, or theft of, your personal property or vehicles. It is important, for your own protection, that you obtain your own Renter's Insurance Policy.

MOVING DAY

After signing your lease, a move-in date will be scheduled. Since there is only one service elevator, we are careful to plan your moving day. For your convenience please reserve the elevator as far in advance as possible. Prior to move-in, the first month's rent must be paid in full. Move-ins are normally scheduled from 8:00 A.M. to 7:00 P.M with a 4 hour limit. Please call the concierge at (617) 277-1443 to schedule.

KEYS AND LOCKS

You may pick up your keys on move-in day, only after signing your lease and paying your first month's rent. You will be provided with two complete set of keys. Copies can be made for you at a cost of \$25.00, payable in advance, and all copies of keys shall become the property of the building and must be turned in upon move out. Please *do not* allow locks to be changed or added without our prior written permission. Keys are *not* to be distributed to friends or family without prior notification to our office. If you neglect to return your keys you will be charged \$5.00 per key and \$40.00 for a new cylinder.

Slam. Click. *Uh-oh.*

Who hasn't found themselves locked out of their apartment? Usually with six bags of groceries in hand and a phone ringing inside. If it happens to you, we'll be glad to assist, though we will need to see proper identification first. Please see our friendly front desk attendant for assistance. Also, if you have a minor living with you, please provide us with written permission to authorize entry in your absence. **If you are locked out after hours and the Concierge on duty does not have access to the main office, please have the Concierge call the locksmith. There is a \$100.00 lockout fee, which is charged for each occurrence. This fee must be paid to the locksmith prior to re-entering your apartment.**

NOTICES

All notices to landlord will only be considered legal and proper when given in writing and received at least sixty (60) days in advance. Notices may be either mailed, dropped off at the office or given to the concierge and should be addressed to:

**Brookline Associates Limited Partnership
C/o Sydney Associates, Inc.
1443 Beacon St, Suite 102
Brookline, MA 02446**

LEASE TERMS

We're glad to have you with us and hope you choose to stay. However, if personal circumstances dictate a move, the following guidelines can help make it as painless as possible:

60-day advance notice required before moving – Your lease agreement requires you to give written 60-day advance notice to vacate.

LEASE BREAK

If for any reason you have to move-out of the building prior to the lease expiration date, you must notify the management office in writing (we do not allow subletting). However, with proper written notice, we will endeavor to re-rent any apartment to accommodate a resident who must leave prior to the lease expiration date. Each resident is fully responsible for all rent payments until the lease expiration date, or until a new resident can take occupancy of the apartment. Residents will be responsible for any rent difference, cleaning, repainting and marketing of apartment upon early lease termination. Resident is responsible for a marketing fee which is equal to one months rent and we **require** five (5) business days to clean and paint any apartment for new residents. You must plan your move-out and finances to accommodate these factors. We do not consider an apartment ready for occupancy until it has been completely painted and cleaned. Therefore, upon breaking a lease you will be required to pay the full

monthly rent or pro-rata portion of monthly rent until the apartment is completely painted, cleaned, re-rented, and occupied. Any items left on premises after termination of occupancy will be immediately removed and disposed of at resident's sole cost with no recourse.

PARKING GARAGE

When available, garage spaces are rented to our residents on a Tenant At Will (TAW) basis. Garage space rentals may be arranged when signing your apartment lease, or with a minimum of 30 days notice prior to any rental period. All parking in the garage is assigned, so please take care to park only in your assigned space. (Unauthorized vehicles will be towed.) If you need a parking space, one will be assigned to you, if available, and a garage card will be provided with your keys. There will be a \$50.00 charge for additional cards. If your card should become damaged due to normal wear and tear and/or age, you must present the damaged card to the management office for replacement. There will be no charge. If you do not present the damaged card, it will be noted as a lost card, and you will be charged \$50.00 for its replacement. For overnight parking please call the concierge at (617) 277-1443.

And a bit of brief language: "Additional monthly rent and security deposits do not limit your liability for property damages, cleaning replacements, or personal injury."

Parking spaces may only be canceled by residents with a 30 day written notice.

Each car parked in the garage must have a valid permit sticker in the rear window. Cars parked in the garage without a valid sticker will be towed at vehicle owner's expense. The landlord reserves the right to cancel a parking agreement if a resident abuses their rights to park or in some way places the building and/or its residents at risk. Should it become necessary to change a resident's parking space location, a new Parking Agreement Tenant at will, will be presented to replace the existing one. This parking space relocation would only occur under extreme circumstances or if a physically disabled person requires the space.

Nothing may be stored in the garage area, including bicycles, ski's, or other personal articles. A bicycle rack is available in Space #3 in Upper Parking where you may lock your bicycle(s). If you need additional storage outside of your apartment, **DO NOT USE THE AREA IN FRONT OF YOUR PARKING SPACE.** Items stored in front of your parking space will be discarded. Instead, please call the office to inquire about one of our limited number of storage units which are available for rent. We are **not** responsible for any vandalism, damage or theft to your vehicle and/or belongings.

Sorry, we cannot allow residents and their guests to work on or wash their vehicles in or around the parking garage.

All vehicles in the community parking areas must be in working condition and have current registration tags and inspection stickers. **Vehicles in violation of the following guidelines will be towed without notice at the owner's expense:**

1. Abandoned vehicles and disabled cars
2. Vehicles with expired inspection stickers
3. Vehicles with expired license plates
4. Vehicles parked in fire lanes
5. Vehicles parked in handicap zones, blocking trash receptacles or other vehicles

CIRCULAR DRIVEWAY

Parking in the circular driveway is **not** permitted. Only cars that are dropping off or picking up residents are allowed in the circular driveway. If you must, a car may be left for a maximum of *five* (5) minutes to assist a resident into the building. However, any such car must be pulled over to the left-hand side of the drive parallel to the landscape and as far forward as possible to allow other vehicles access to the driveway. At all times, this area must be left clear for emergency vehicles, service vehicles, and moving or delivery trucks. The towing company has strict orders and permission to tow cars from this area at the

sole risk, cost, and responsibility of the vehicle owner. The Service Manager and Front Desk Concierge are not responsible for cars subject to towing.

OVERNIGHT GUEST PARKING

Brookline does not allow overnight on-street parking. *When available*, we offer overnight guest parking at a rate of \$15.00 per night. Arrangements should be made in advance with the concierge by calling (617) 277-1443. You will receive an invoice for the parking. If you do not pay promptly, you will be denied future use. Residents must plan ahead.

ANY UNAUTHORIZED CAR PARKED IN THE GARAGE OR CIRCULAR DRIVEWAY WILL BE TOWED WITHOUT HESITATION AT THE SOLE RISK AND EXPENSE OF THE VEHICLE OWNER.

DISTURBANCES AND NOISE

Do you really want to listen to your neighbor vacuuming at 3:00 a.m.? Of course not. Noise can be a nuisance, and at Sydney Associates, we ask all of our residents to be considerate of their neighbors when entertaining, using their television or stereo, or using appliances or vacuum cleaners late at night. If you reside in an upstairs apartment, please avoid running, jumping or slamming doors – you may love the indoor high jump, but your neighbors downstairs probably don't.

Please make an extra effort not to make disturbing noises or play loud musical instruments, radios, stereos, televisions, or use exercise equipment between the hours of 10:00 P.M. and 7:00 A.M. All residents are entitled to peaceful and quiet enjoyment.

If someday, judging by the excessive noise, your neighbor doesn't seem to have read this part of the directory, call Resident Services. We'll take care of it.

RESIDENT SERVICE

SERVICE REQUESTS

Our guarantee is simple. Within 48 hours of your service request, a Sydney Associate will respond. If special parts or outside services are required we'll take care of those arrangements for you and complete your request as quickly as possible. To make sure you get the service you deserve, please direct all requests to the concierge at (617) 277-1443. You may also visit our website at www.sydneyassociates.com and email a request to us. Non-emergency requests received during nights, weekends and holidays will be prioritized and scheduled on the next business day following the request.

Please call in for any emergency situations involving water overflows, electrical sparks, smoke or fire immediately.

On move-in day, take a look around. We want you to be happy with your new home right from the start, so we'll provide you with a **condition of premises** form to guide you in a thorough inspection of your apartment. Use it to note any service requests you might have, and return it to the concierge within 15 days of moving in so that we can get right to work.

Double locks are provided on all apartment front entrance doors. Please do not install private locks or deadbolts on these doors, as it would prohibit access to your unit in the event of an emergency.

CONTROLLED ACCESS

There is a 24-hour Front Desk Concierge at the main entrance. We will not allow any person or service into your apartment in your absence unless you have signed and dated an access form (see policy on

cleaning contractors for more information). The front desk area is equipped with a closed circuit television system to view and record activities at strategic points in the garage, pool area, and building entrances.

FABRICLENE DRY CLEANING DELIVERY SERVICE

- Pick-up and Delivery Schedule

<u>Drop -off</u>		<u>Pick-up</u>
Before 8:30 am		After 4:00 pm
Monday	-	Thursday
Thursday	-	Monday

Please use the attached Fabriclene blue bag for your garments and be sure to write your name, Apartment # and phone number on the front of the bag. Drop off by 8:30am to the Front Desk Concierge. Your clean garments will be returned by 4:00 pm to the Front Desk the next service day.

Sydney Associates, Inc is pleased to assist Fabriclene Dry Cleaning in providing this convenient service. However, we are not responsible for damage to, or theft of, your personal clothing. Any questions you may have regarding your garments should be addressed to Fabriclene by calling 617-566-8154.

DELIVERIES AND PARCELS

Packages have a way of arriving when you're not home. To help out, we will be happy to accept parcels delivered by UPS, Federal Express or delivery services on your behalf. If you would like to take advantage of this service, we'll need a signed authorization, and for your protection, we will request a photo ID before releasing the package to anyone. Unfortunately, we cannot accept packages that are C.O.D.

COMMUNITY RECREATION AND AMENITIES

CLUBROOM

The clubroom located behind the mailboxes is available for residents to rent for private parties for \$50.00 per hour with the understanding that it is to be returned in the same condition as it was found. In addition, use of the kitchen located off of the clubroom is available to residents. We require, in advance, all requests for use of this room and/or the kitchen to be made through our concierge at (617) 277-1443.

FITNESS CENTER

The Fitness Center is available to residents age 18 and older on the 2nd floor. The Fitness Center contains a recumbent bicycle, a recumbent step machine and an elliptical trainer along with mats for stretching.

2nd Floor Fitness Room hours
6:00 A.M. to 10:00 P.M.
7 days a week

In order to gain access to the Fitness Room, each adult resident must sign a Fitness Center Agreement and obtain a passcode. There will be no fee to use this room.

Please be advised that the fitness center is not supervised, so you and your guests use the premises and equipment at your own risk. To keep everyone safe, a parent or guardian must accompany persons under the age of 18 when they use the fitness center.

Sydney Associates, Inc. shall not be held liable for any damages or personal injuries sustained by residents and guests in the use of the fitness center equipment. If you are unfamiliar with the equipment, please refrain from using it until you have received proper instruction. Residents with heart or similar conditions are advised not to use the equipment without first consulting their physician.

We have supplied cleaning solution and towels for residents to clean equipment after use. We also ask that you do not use the Fitness Center if you have open cuts, sores, or infections.

Please NO smoking and NO Food in the Fitness Center. Proper attire is required. NO bare feet or chests.

MANAGEMENT RESERVES THE RIGHT TO DENY ACCESS TO ANYONE WHO VIOLATES THE FITNESS CENTER RULES.

POOL

The pool season is from Memorial Day weekend through Labor Day weekend. The hours are 12 noon to 8:00 PM (Monday through Friday) and 10:00 AM to 8:00 PM, Saturday & Sunday. Please be advised that the pool may be closed occasionally for your safety due to severe weather or chemical treatments beyond those that are done on a daily basis. For your enjoyment and everyone's safety, we enforce the following guidelines:

1. Sydney Associates reserves the right to regulate the use of the pool.
2. Residents and guests under the age of 13 must be accompanied by an adult at all times.
3. No children in non-swim diapers or under the age of three (3) may use the pool without supervision by an adult.
4. NO BARE OR STOCKING FEET are allowed in any common areas at any time throughout the year.
5. By order of the Town of Brookline, no one may swim when the lifeguard is not on duty.
6. Swimmers must wear bathing suits or trunks. Cutt-offs and street clothes are not permitted. Swimmers wearing attire deemed offensive by other residents may be asked to leave the pool area.
7. Please remove barrettes, hairpins and jewelry to prevent their loss or damage to the pool equipment.
8. Be considerate of others, and keep music volume at a level that won't bother other people in the pool area.

Violating pool rules endangers not only the individual, but also jeopardizes the continued licensing of the pool for all residents. Therefore, management reserves the right to revoke pool privileges from any resident who violates the pool rules.

STORAGE

The building has a limited number of lockable storage units for rent. Contact the Management Office for availability. NO personal belongings may be stored in the Common Areas, including the hallways, stairwells, and garage spaces. Any items stored improperly will be removed and discarded.

LAUNDRY ROOMS

There are laundry rooms located near the elevator on floors 2-7. Each laundry room is equipped with 2 washing machines and 2 dryers. The cost is indicated on each machine. The office will provide you with

a MacGray smart-card and instructions on how to operate the machines, on your move-in day. The value add machine is located on the LP (lower parking) level across from the elevators and accepts only U.S. currency.

LAUNDRY CARDS

Each apartment will receive one laundry card upon move-in. If a card is damaged, a replacement will be given free of charge. There is a fee of \$15.00 for additional cards.

MAIL

Mailboxes are located off the main lobby. Packages will be accepted by the Front Desk Concierge for residents who have signed and dated the release form which gives permission for the Front Desk Attendant to sign on your behalf and releases us from any responsibility for the contents thereof. You *must* inform the Concierge in advance of any furniture deliveries to reserve the service elevator.

ELEVATORS

There are two passenger elevators located in the center of the building. Only one elevator may be used as a service elevator for moving or furniture deliveries and you must reserve it in advance with the Concierge. The concierge desk has the authority to refuse any unscheduled deliveries. It is vital that residents use care when transporting large and/or heavy items through the elevator doors. When the doors get banged, they can become disaligned which disrupts elevator service.

SHOPPING CARTS

For your convenience, we have provided six shopping carts, three of which are stored on the upper parking level and three of which are stored in the lower parking lobby. Residents are required to return the carts to these locations after use. Please do not leave the cart in your apartment, on your floor, in the elevator lobbies, or any other location except as described above. We ask for your cooperation and consideration for neighbors. Foreign shopping carts do not belong in the building or surrounding areas, kindly return them to their rightful location.

YOUR NEW HOME

LIGHT BULB REPLACEMENT

Let there be light! When you move in your apartment will be fully equipped with light bulbs in all of the permanent fixtures. After that, you're responsible for the replacement of regular light bulbs, but we'll take care of bulbs in the kitchen and exterior light fixtures.

APARTMENT ALTERATIONS

One of the things our residents find most attractive about Sydney Associates is consistency and cleanliness of our building. Maintaining that look requires everyone's cooperation, and as a result, the community does not allow the installation of wires, aerials, radio or television antennas, clothes drying ropes or other lines on roofs, patios, balconies, windows or any part of the building or premises.

If you are a disabled resident we will be happy to talk to you about alterations or modifications needed for you to fully enjoy your apartment.

FRONT DOOR ACCESS SYSTEM

The front door intercom system operates by your home telephone. You will receive a phone call from the front door system. When you speak with the visitor on your telephone, PRESS the **number 6** on your telephone (you do not have to hold the 6 key down). This will open the door for your visitor. Then, you can hang up your phone. Please be sure you provide the concierge with your phone number so that we can activate to the system. If you change your number at any time, you will need to provide us with this number so that we can update the system.

UTILITIES

When you have signed your lease, you will need to notify NSTAR, (800) 592-2000, for your electricity service. Arrangements for telephone service can be made by calling Verizon at (800) 980-9999. Each apartment is wired for one telephone line. Any additional telephone lines or changes to this service are the sole cost and responsibility of the resident. Any changes to the standard telephone service must be returned to original condition upon termination of tenancy, again at the sole cost of the resident who made said changes.

THERMOSTAT

Each apartment is equipped with its own thermostat to allow residents to individually regulate the temperature in their apartment. Attached you will find Instructions on how to operate your thermostat.

CABLE TV

The entire building has been wired for cable television. The building is wired for Digital cable and high speed internet. To obtain service, please call Comcast at (617)279-5510. No satellite dish installations are permitted.

RUBBISH REMOVAL

There is a trash chute on each floor located near the elevator lobby. Rubbish should be put into bags that will easily go down the chute without jamming the compactor. All small food garbage is to be put down the garbage disposal in your kitchen sink and liquids must be poured down the sink prior to throwing the containers down the trash chute. Large or heavy items such as boxes, pots and pans, etc. should be carried down to the trash compactor room located outside the Upper Parking Lobby Door at the circular driveway. Do *not* throw them down the chute. As a courtesy to other neighbors, residents are asked to use the trash chutes between 7:00 a.m.– 10:00 p.m. only.

RECYCLING

There are 16 Recycle bins on the upper parking level. Please remember that cardboard boxes must be broken down and all plastic, can or glass containers must be rinsed.

SMOKING

Smoking is **NOT** permitted in any of the public areas of the building.

PETS

In accordance with your lease, absolutely **no pets** will be allowed in the building at any time for any reason. Any violation of this policy is grounds for immediate lease termination.

WATER FURNITURE

They're certainly comfortable, but when a waterbed leaks, it pours. No water furniture of any kind is permitted on the premises at any time.

CHILDREN AT PLAY

We welcome children, but cannot be responsible for their safety. It is unsafe for children to play in lobbies, hallways, stairwells, elevators, rooftops or any other public area. Shoes must be worn in the common areas at all times and running is not permitted in the hallways or lobby. During the summer pool season, children must be accompanied by an adult in the pool area, or they will be denied admittance.

VACATIONS/EXTENDED BUSINESS TRIPS

Please inform the post office whenever you plan to go away and when you expect to return so that they hold your mail. Please remember to stop your newspaper, or arrange for it to be collected by a neighbor. Please do not allow your papers to pile up in front of your door since this is an indication that you are away and can encourage crime. If you go away in the winter, do not turn your heat completely off since this may cause the pipes to freeze and break (setting it at 55 degrees works well).

HEAT

Residents agree that they will maintain a minimum heat of 55 degrees Fahrenheit during the winter months. The resident further agrees never to shut off their electric system at their panel during the heating season.

OPERATION OF THERMOSTAT

SELECTING TEMPERATURE SETTING

The first step in operating the thermostat is to select the temperature you want for your apartment. To do this, find the panel with the temperature settings on it with numbers ranging from 40 to 90 degrees. You should set the switch to whatever temperature you want the apartment to be. Normal comfort range is between 68 and 74 degrees.

CONTROLLING AIRFLOW: FAN SWITCH

Now that you have selected the temperature, the second step is to locate the FAN switch and move it to either the 'on' or 'auto' position. This will cause the unit to pump air out of the vents. When the switch is turned to the 'on' position, air will flow continuously at the temperature you set. When the switch is turned to the 'auto' position, the unit will automatically cycle and turn itself on and off in order to maintain the exact temperature you have set.

SELECTING WARM, COOL OR RECIRCULATING AIR

In order to get the unit to blow warm air, cool air, or to have the unit simply re-circulate air, you need to adjust the dial labeled 'Heat – Off – Cool'. If you select 'Heat', and adjust the temperature setting appropriately, warm air will flow from the vents. If you select 'Cool', cool air will flow. If you select 'Off', the system will recirculate the air in the apartment.

SAFETY SHUT-OFF FEATURE

You should also know that these heating/cooling units are equipped with a safety feature to shut down if they are pumping an extremely high or extremely low temperature for an extended period of time. Therefore, if you set the thermostat at 90 degrees for a "quick warm up", the safety feature on the unit will tell itself that it is producing an unusually high temperature for an unusually long time (however long it takes to warm your apartment). In order to prevent the automatic shut-off, it is recommended that you follow the above procedures.

Operation of Dishwasher & Garbage Disposal

DISHWASHERS

Before operating your dishwasher, be sure to run your garbage disposal. In order to start the dishwasher, you must first select the cycle option and then turn the dial to start. If you do not use your dishwasher regularly, please be sure to run the dishwasher through a full cycle at least once a month for proper order. In addition, we ask that you use powder detergents. Please do not use liquid soaps since they tend to suds up and clog the dishwashers. **PLEASE REMEMBER TO RUN THE DISPOSAL TILL CLEAR OF ALL DEBRIS BEFORE RUNNING DISHWASHER.**

GARBAGE DISPOSAL

After depositing food debris in the garbage disposal, please run the disposal until clear of all debris. If for some reason you can not run the disposal immediately after depositing food debris (for religious or other reasons), please put food refuse in a bag and throw the bag down the trash chute. When you do run the garbage disposal, please be sure to turn it on with cold water running and to run the disposal until it clears. You must also make sure that prior to running your dishwasher; you run the disposal until it is clear.

Please remember that soft peels as in the case of potatoes and bananas can dull the blades on the garbage disposal, avoid using it for their disposal.

Operation of Elevator Emergency Phone in the event of an emergency

In the unlikely event of an emergency where someone is stuck in the elevator the following procedure should be followed:

Remain Calm.

Press the Emergency Telephone button. This will automatically connect the elevator phone with the 24-hour concierge desk located at 1443 Beacon Street.

Inform the front desk that you have an emergency. The concierge person will ask you a series of questions: What floor level are you on? The Garage, 1st, 2nd, or 3rd Floor? Is there anyone else in the elevator with you? If so, how many? Are you safe? Are you hurt? Will you be OK for another 10 to 30 minutes? Do you have a cell phone on which I can call you?). Answer calmly and clearly to the best of your ability.

The concierge front desk will hang up the phone. Help is on the way.

Should you have any questions regarding this procedure, feel free to contact Sydney Associates, Inc. at the main office (617) 566-1443.

STAIRWAYS

In addition to the two elevators, there is a main stairway located near the elevator lobby. There is also one stairway at each end of the building. In case of a fire, please be certain to note the stairway closest to your apartment because the elevators may not be used during a fire. Please be certain to read the attached "Prevention of and Rules In Case of Fire". If you have a physical impairment, which may cause problems for you to evacuate in a fire, you must fill out the section at the bottom of the fire prevention form and return it to Sydney Associates, Inc.

POLICY ON CLEANING CONTRACTORS

Our front desk concierge will not allow any cleaning company personnel into your apartment unless we have a signed and dated form or letter from you giving them permission to enter and clean your apartment. The letter must include the name of the person or company that will be cleaning your apartment and the scheduled day of service. Please remind your cleaners to have proper identification for the concierge to verify identity upon admittance.

POLICY ON MOLD

Resident acknowledges the possibility that mold may at some time be present in the Premises. Mold is a fungus commonly found in the environment. In some cases, for example to produce penicillin, mold can be very useful. On the other hand, some types of mold are toxic and can cause sickness. At the present time, neither government agencies nor the scientific community has reached a consensus as to when indoor mold becomes harmful. For this reason, it is important to make sure that mold is not allowed to accumulate. Mold typically originates in a damp environment. It can then spread through the air or be transported by contact with other surfaces (like the bottom of a shoe). Cleanliness is unquestionably the key component of any strategy to combat mold. Consistent with Massachusetts law, Tenant is responsible for maintaining the Premises in a clean and sanitary condition, free of filth or causes of sickness. In particular, Tenant must remove any visible accumulation of moisture, for example after showering. Wet clothing, carpeting, towels and other articles should be dried completely. If mold, normally recognized by its greenish black color, has formed, it may be necessary to apply a special commercial disinfectant (avoiding products which may cause discoloration), in which case any instructions on the product label should be carefully followed. Resident must notify the Management Office immediately upon discovering any water leakage from the roof, a pipe or any other building component normally maintained by the Management Company. Because mold may be caused by elevated indoor humidity, Resident must not block or otherwise interfere with the operation of any heating, ventilating or air conditioning equipment supplied by the Owner notifying the Management Company immediately if such equipment malfunctions or if any doors or windows cannot be opened or closed. Any violation by Resident hereunder shall be deemed a failure to comply with the provisions of the Lease, entitling Owner to pursue all available remedies.

FIRE PREVENTION

The building is equipped with smoke detectors, fire sprinklers and an alarm system, which is tied into the Brookline Fire Department. As a further precaution, we must enforce certain fire department codes pertaining to your terrace and the corridors. It is strictly prohibited to cook on the balconies, i.e. no barbecues. Furthermore, the placement of doormats, milk boxes, shoes, umbrella stands, etc. outside of your apartment door is a safety hazard and will be removed. Lastly, it is illegal to throw things out of windows or off of balconies. Thus, you may not shake out rugs, dust mops, empty buckets of water, etc. from your balconies or out of the windows; nor are you allowed to do so in the common areas.

PREVENTION AND RULES IN CASE OF FIRE:

Please also read the notice below entitled, "IN CASE OF FIRE".

1. Know exactly where the stair exits and fire pull stations are located on your floor.
2. Whenever the fire alarm is heard, first unlock your apartment door so the Fire Department can check the apartment without breaking down the door when the floor is evacuated.
3. NEVER use the elevators to evacuate the building during a fire. You must use the stairwells only! During a fire, the elevators would be drawn to the fire and would remain where the heat and smoke are most intense.

4. Any person on medication should have a small bag set aside with all their medication in it. This would ensure that, in case of evacuation, you could easily take your medication with you.
5. All residents should keep a flashlight on hand and check the batteries regularly in case of a black-out. For obvious reasons, we do not suggest the use of candles.
6. **REMAIN CALM!** Panic is your worst enemy. The Fire Department is just a few blocks away and will arrive within minutes. Each apartment has fire resistant walls and water sprinklers to keep any fire from spreading rapidly.
7. The main cause of residential fires is smoking in bed. Please, for your own safety and the safety of your neighbors, **DON'T DO IT.**
8. Never wear clothes with long, loose fitting sleeves while cooking since they can easily catch on fire. In case of a grease fire, either smother it with a cover or throw baking soda on it. Never use water on a grease fire because it will only spread the flames.
1. It would be helpful for the Fire Department to have a list of all people who are handicapped (confined to wheelchairs, hearing impaired, etc.). Please fill out the bottom portion of this notice and return it to our office.

If there is a fire in your apartment, take the following steps:

1. Unlock your apartment door.
2. Leave your apartment, close the door, but DO NOT LOCK the door. Leave the door unlocked so that the Fire Department can enter without breaking down the door.
3. Pull the nearest fire alarm pull station. This will ring directly to the Brookline Fire Department.
4. You should go to a neighbor and call the Fire Department to tell them the following:
 - a) The building name and address
 - b) Floor of the fire
 - c) Apartment number of the fire
 - d) Type of fire, i.e. electrical, grease, etc.
5. Evacuate the building by using the stairwells. Never use the elevators. Even if the fire is not in your apartment, be certain to leave your apartment door unlocked.

If you are unable to leave your apartment due to excessive fire and/or smoke in the hallway, please do the following:

- A) Unlock your apartment door
- B) Place a towel along the bottom of the door to help prevent any smoke from entering your apartment.
- C) Call the Fire Department and inform them that you cannot leave your apartment.

EMERGENCY TELEPHONE NUMBERS:

FIRE, RESCUE, AMBULANCE AND POLICE	911
POISON INFORMATION CENTER	617-232-2120
CONCIERGE FRONT DESK	617-277-1443
SYDNEY ASSOCIATES, INC. (Monday-Friday 9am-5pm)	617-566-1443

SYDNEY ASSOCIATES, INC. - MANAGING AGENTS FOR BROOKLINE ASSOCIATES LIMITED
PARTNERSHIP AT 1443 BEACON STREET

APARTMENT # _____ NAME _____

_____ Confined to Wheelchair

_____ Hearing impaired

_____ Blind

Other: _____

_____ Asthmatic

_____ # of Children & ages

In the case of any discrepancies between the lease and the resident service directory, the terms of the lease govern.

I have read and understand the Resident Service Directory:

Resident Signature

Date

Sydney Associates, Inc

Date