

Welcome To Your New Home
MANAGED BY

ACTION
VEST
MANAGEMENT CORP.



1673 Commonwealth Avenue, Suite B, Brighton, MA 02135 Tel. 617-783-8888 Fax. 617-783-8880

www.actionvest.com

ACTION VEST

MANAGEMENT CORP.

ActionVest Management Corp would like to welcome you to your new home. We hope that you find it to be a quiet and comfortable place to call home. The ActionVest Management team is here to assure that your new home is kept in the best condition possible.

Should you have any questions concerning your new home, or if you have a maintenance problem, please feel free to call our main phone number: **617-783-8888**. The Management Office is open Monday through Friday, from 9:00 A.M. to 5:00 P.M

Please know that ActionVest Management Corp. always has a maintenance staff on-call for emergencies 24 hours a day, seven days a week. If an emergency should arise, (i.e. no heat, no hot water, a serious leak, etc.) please call **617-783-8881** and our answering service will contact the on-call personnel to handle your emergency as quickly as possible. **All non-emergency calls should be dealt with during normal business hours.**

On the following pages you will find some general information to help make the move into your new home as smooth as possible. Please remember that all move-ins are scheduled after 3:00 P.M. on the first day of your lease agreement.

Thank you again for choosing our community as your new home. Remember, if we can be of any assistance in any way, ActionVest Management Corp. is just a phone call away.

We look forward to getting to know you.

Thank you,

Eric Mason

Eric Mason, Ext. 22

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Director of RE Management

Oisin McCarthy

Oisin McCarthy, Ext. 26

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Director of Maintenance

Deborah Samuel

Deborah Samuel, Ext 24

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Property Manager

Sharon Taggart

Sharon Taggart, Ext 23

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Property Manager

Bernie McDonald

Bernie McDonald, Ext. 25

bernie.mcdonald@actionvest.com

Accounts Payable



RENT PAYMENT: Rent is due on the **FIRST** of each month. Please remember that your apartment number should appear on all correspondences, checks, and/or money orders to insure proper credit to your account. You may make your rent checks payable to either the actual LESSOR on your lease agreement or to **ActionVest Management Corp.** and can be mailed or hand-delivered to:

**ActionVest Management Corp.
1673 Commonwealth Avenue, Unit #B
Brighton, MA 02135**

To allow sufficient time for delivery, we suggest that you mail your check by the 25th of each month. If rent is not received, eviction proceedings may begin immediately. You will be held responsible for all fees incurred to collect your rent, including, but not limited to: Constable Service, Court Costs, and Attorney Fees.

MAINTENANCE REQUEST: All maintenance requests must be reported to your Property Manager at ActionVest Management Corp. during normal business hours (Monday through Friday, 9:00 A.M. to 5:00 P.M.). Please try to call in your request (**617-783-8888**) first thing in the morning to help us plan our Maintenance Staff's schedule. Please note, typical maintenance repairs are taken care of in order of priority and the date received. There may be lead-times of three to five days before the request is addressed.

MAINTENANCE EMERGENCIES: All maintenance emergencies must be reported to ActionVest Management Corp. immediately at **617-783-8881**. Our maintenance staff is on-call 24 hours a day. When calling, please state your name, address, phone number, and the maintenance emergency to our after-hours answering service. They will contact our on-call maintenance staff. Please allow a reasonable time for your emergency to be paged and returned by an ActionVest Management employee. If you feel as though the emergency is beyond property management boundaries, please call **911** immediately.

SAFETY: ActionVest Management Corp. wants to make your home a safe home. Please make sure that all doors, windows, and other entrances are always locked. If you ever feel unsafe or are in immediate danger, contact the Police Department at **911**.

The security of the building is a high priority for everyone and requires everyone's cooperation. Outlined below are a few guidelines:

- a. DO NOT let anyone into the building/home that you do not know.
- b. DO NOT buzz anyone into the building/unit that you do not know.
- c. If you see suspicious activity, CALL THE POLICE – **911**

Here are a few basic **FIRE SAFETY** instructions:

Do NOT smoke in bed. Do NOT use portable stoves, hotplates or space heaters. Always unplug irons, clothing steamers, hair dryers, curling irons and small kitchen appliances after use. Do NOT leave pots and pans unattended on the stovetop while cooking.

- a. **NEVER disconnect or remove the smoke detector(s) in your unit.** If you feel that there is a problem with your smoke detector please call ActionVest Management and we will have it inspected.
- b. **Make sure that all exits in your unit are clear.** *Please make sure that the main exit and any secondary exits are not blocked by furniture, boxes, etc.*
- c. **Keep all fire escapes free of any belongings.** *Grills, flowerpots, etc. are direct fire code violations. Any personal belongings found on the fire escape will be removed and discarded with no notice to the tenants. The Management Company may will make routine inspections of the fire escapes (if applicable).*
- d. **NEVER ignore a fire alarm.** *When an alarm sounds leave the building immediately. Do NOT investigate the problem. Always use the stairs. Never use the elevators during a fire. Make sure doors are cool before opening them.*
- e. **Know all emergency fire exits.** *Map out an exit plan from your unit. Practice the route. By doing this; you will be familiar with the route in the case of an emergency. Make sure you can find the exits in the dark by counting the number of steps, exits and hallways. PLAN AHEAD: Keep your keys close to bed. Keep important documents close by.*
- f. **Ask a neighbor to be an “emergency buddy” and pick a “safe spot” close to the building.** *If all tenants have an emergency buddy, everyone should be accounted for in the case of an emergency.*
- g. **If a fire breaks out.** *Remain calm, stay low to the ground to avoid smoke and crawl to an exit. If fire or smoke prevents you from exiting your unit, return to a room free of smoke and fire within the unit, keep the door closed, and place wet towels around the door to seal out smoke. Turn off air conditioners and fans. CALL 911.*

TRASH: Trash is to be disposed of properly following the rules and regulations of all city, town and building codes. Please bag all trash properly using heavy-duty trash bags and sorting out your recyclables (if your community recycles). Please contact your property manager for disposal sights and/or pick-up times.

KEYS: Keys will be provided to you upon move-in. Studios and One Bedroom Apartments will be given one set and Two Bedroom Apartments will be given two sets of keys. The tenant is responsible for copying keys for any extras if desired. If ActionVest Management Corp. can provide extra keys, the cost is \$2.50 to \$15.00 per key (depending on the type of key). If you lose your keys, there is a \$75.00 Fee for a new lock and set of keys.

LIGHT BULBS AND SHADES/BLINDS: ActionVest Management Corp. provides each apartment with light bulbs and shades/blinds at the time of your move-in. It is your responsibility to replace these items as it becomes necessary.

UTILITIES: You should notify all utility services (electric, gas/oil, cable, telephone and other....) to switch over the meters and accounts to your name as of the day of your move-in. In addition, please make sure that you close out the accounts at the end of your tenancy.

HEAT: Under no circumstances during the winter should you ever turn your heat completely off. A temperature of 62 degrees minimum is strongly recommended and necessary to avoid freezing.

NOISE: Apartment living is communal living. Please be considerate about how noise (including your voice) carries in an apartment complex.

“No noxious or unlawful activity shall be carried on in any unit or in the common areas which may be unreasonably annoying to the other residents. No unit shall permit any disturbing noises that will unreasonably interfere with the rights, comforts, or conveniences of other residents. Any noise which can be heard within another unit shall be deemed a disturbing noise.”

COMMON AREAS: No personal property or trash may be stored or left in any hallway, stairwell, or common area.

SECURITY DEPOSIT: A security deposit may be held by the Landlord as security for the faithful performance of the terms of the lease agreement. It may not be applied as rent at any time during the said lease terms. The deposit will be returned to the Lessee within 30 days after vacating the apartment subject to the following:

(1) The full term of the lease has expired. (2) There is no damage to the apartment beyond normal wear and tear as determined by the management company. (3) The entire apartment is in a clean and satisfactory condition. (4) All debris, rubbish, and personal items have been removed from the apartment. (5) All keys are returned to the management company immediately upon vacating. (6) And a complete forwarding address is given to the management company.

MORE IMPORTANT INFORMATION:

- Occupancy of the premises is strictly limited to the individual(s) named on the lease agreement. Lessees may not add or substitute roommates without permission from ActionVest Management Corp.
- Lessee shall be liable for all costs and reasonable attorney's fees incurred by ActionVest Management Corp. in enforcing any provision of the lease agreement, collecting rents or damages, or obtaining possession of the premises.
- The Lessee and his or her visitors are prohibited from entering onto the roof of the building.
- No tenant shall expect to stay on under any terms or at any price upon termination of their lease agreement, unless a new written agreement is executed to extend or replace the old tenancy.
- The tenant acknowledges that all appliances, bathroom furnishings, and any equipment in the apartment are the property of the Landlord.
- If the Lessee fails to fulfill the full term of the lease, he or she will forfeit any Last Month's Rent and/or Security Deposit. The Lessee is responsible for rent payment due until the end of the lease term.

UTILITY SERVICE NUMERS:

GAS:	NStar Gas	800-592-2000
	Keyspan Gas (Brighton)	800-755-4427
ELECTRIC:	NStar Electric	800-592-2000
	National Grid (Quincy)	800-322-3223
TELEPHONE:	Verizon	800-870-9999
	Comcast	888-COMCAST
CABLE:	Comcast	888-COMCAST
	RCN	800-RING-RCN

OTHER AREA PHONE NUMBERS:

FIRE/POLICE/AMBULANCE	911
ActionVest Management Corp.	617-783-8888
Massachusetts State Police	617-523-1212
Massachusetts Poison Control	617-232-2120
Massachusetts General Hospital	617-726-2000
Beth Israel Deaconess Hospital	617-667-7000
MBTA	617-722-3200

BRIGHTON/BOSTON:

Brighton Post Office	617-254-3387
Brighton Public Library	617-782-6705
Boston Resident Parking	617-635-4682
Brighton Chamber of Commerce	617-787-9049

SOMERVILLE:

Somerville Post Office	617-666-0745
Somerville Public Library	617-723-5000
Somerville City Hall	617-625-6600

CAMBRIDGE:

Cambridge Post Office	800-275-8777
Cambridge Public Library	617-349-4040
Cambridge City Hall	617-349-4000
Cambridge Chamber of Commerce	617-876-4100

QUINCY:

Quincy Post Office	800-275-8777
Quincy Public Library	617-376-1300
Quincy City Hall	617-376-1000