



General Property Rules and Regulations

Fair Housing Statement

This community is committed to compliance with all federal, state and local fair housing laws. We do not discriminate on the basis of race, religious creed, color, national origin, gender, sexual orientation, age, marital status, disability, familial status, recipient of public assistance, status as a veteran or member of the armed forces, or any other class protected by applicable state or local fair housing laws.

Abandoned Properties

Resident understands and agrees that any property left by the Resident upon vacating the Premises shall be deemed abandoned and may be disposed of by the Landlord as they see fit, for the Landlord's own account. Resident will be charged for any disposal fees applicable for removal of abandoned property.

Apartment Condition

The team at 160 Pleasant will thoroughly inspect your apartment prior to your move in date to ensure its cleanliness and functionality. An apartment condition statement will be provided to you with your lease documents. You have 15 days from your move in date or the date you receive the statement (whichever is later) to complete this form and return it to the management office with indications of any repair issues present at the time of your move in. When you move out of your apartment, management will again inspect your apartment for damages. Any damages beyond normal wear and tear that are not indicated on your apartment condition statement will be deducted from your security deposit, so the apartment condition statement is very important to complete thoroughly.

Appliances

Residents should not misuse or overload appliances furnished by the Landlord.

Common Areas

Business Center

The business center is located off the lobby on the first floor, across from the mailboxes and is open for resident use 24/7. The business center is equipped with two computer workstations with internet connection, and a multiuse copier/scanner/fax machine. Please do not dominate use of the machines particularly if others are waiting to use them. For the protection of all residents, certain content is blocked from these workstations. Please use the machines respectfully, avoiding sites, content and activity that could be construed as harassment or offensive by others. Do not save documents to the hard drive of the computer. All files should be saved to a disk that you take with you. Management is not responsible for data lost or damaged while you are using these machines.

Caterers Kitchen

The caterer's kitchen is located off of the lobby on the first floor of the building and is open to all residents 24/7. You may reserve the kitchen in conjunction with either the media room and/or dining room for a private function by filling out a use permit with the management office, paying a \$50 fee and placing a \$200 security deposit down, which is refundable after the event assuming the resident leaves the room in the same or better condition as when they found it and no items are missing.

For your convenience, a water cooler is available for your use in the lobby. Cups and accoutrements are located in the kitchen.

Dining Room

The common area dining room is located off of the media room on the first floor of the building and is open to all residents 24/7. You may reserve the dining room for a private function by filling out a use permit with the management office, paying a \$50 fee and placing a \$200 security deposit down, which is refundable after the event assuming the resident leaves the room in the same or better condition as when they found it and no items are missing.

Fitness Room

The fitness room is located off of the lobby on the first floor of the building and is open 24 hours daily (subject to change at management's discretion). All residents and guests must sign a fitness waiver prior to using the facility (this is provided to you at your lease signing, and a copy is attached at the end of this handbook). If you would like to bring a visitor to the fitness room, please stop by the management office during regular business hours to obtain a copy of the waiver for your guest. Minors under the age of 18 are not permitted in the fitness center.

Please respect general Fitness Room etiquette, which includes the following:

- Appropriate clothing, footwear and shirts must always be worn while in the fitness room.
- Please wipe down the machines after use. We have provided disposable pre-moistened cleansing clothes for your convenience.
- Do not dominate use of any particular machine for an extended time, particularly if others are waiting to use that machine.
- Do not leave beverage bottles, towels or any other personal items behind when leaving the fitness room.
- There are apartment units located above the fitness area. Please respect their right to peaceful enjoyment of their apartment by avoiding excessive noise or horseplay while using the fitness facility.

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Media Room

The media room is located off of the main lobby on the first floor of the building and is open to all residents 24 hours daily. Please respect your neighbors while using the media room and avoid the following behaviors:

- Playing the television excessively loud (Please remember that there are residents living in the units above the lobby and common areas)
- Playing shows or movies with offensive language or content
- “Squatting” in the media room by using the space for a long period such that other residents are prevented from enjoying the same benefit
- Leaving your personal items, food, beverages, or trash in the media room when you leave.

You may reserve the media room for a private function by filling out a use permit with the management office, paying a \$50 fee and placing a \$200 security deposit down, which is refundable after the event assuming the resident leaves the room in the same or better condition as when they found it and no items are missing.

Resident Patio/Sundeck

The resident patio located off of the second floor is for your exclusive use and for the use of visitors when accompanied by the resident between the hours of 7 am and 9 pm from April 1 to November 1. Pets are not permitted in this area. Please supervise children while on the patio. Running, games and other horseplay are not allowed for the safety and comfort of all residents. Radios and other noise creating devices are also not permitted on the patio without use of headphones. Please take note that there are residential units surrounding this area, and activities on the patio are not to infringe upon the privacy or peaceful enjoyment of residents in the perimeter units. Grills, hibachis, fire pits and the like are all prohibited from the resident patio as they violate fire code.

*Also, we would like to remind all Residents that alcohol is ***Prohibited*** from all common areas.

Cooking

Please cook in a manner that will not offend or annoy other residents, making sure that your apartment door does not remain open during this activity. In the event that you burn a food article, make sure to open your windows to air out your apartment. **DONOT** open your door as this could trigger the buildings fire alarm system.

Day Care

Resident will not provide, for consideration, in or about the premises, substitute parental or guardianship care or supervision to persona not related to the Resident by blood.

Decorations & Alterations

We hope that you will be very comfortable in your apartment home at 160 Pleasant. While we encourage residents to decorate and personalize, you may not permanently damage or alter your apartment in any way, including but not limited to the following:

- Residents are not permitted to remove or replace any carpeting, flooring, fixtures or appliances
- Residents may not use wall paper, contact paper, paneling, oil based paint or dark colored paint. An accent color paint option is available for your apartment

on select walls. Should you wish to paint walls in a color other than provided in the palette of accent colors, please provide the property manager with a swatch of the color and a written request indicating which walls you wish to paint and who will be painting them. If your request is approved, you will be required to sign a paint addendum, and return the walls to their original color prior to your move out.

- Please use only nails or small screws for hanging pictures. Adhesive hangers can cause permanent damage to wall surfaces.
- The appliances, fixtures and plumbing were installed according to safety codes required for the building. Residents may not replace provided items their own, such as refrigerators, stoves, dishwashers, washer/dryers, shower heads, etc.
- Your apartment is equipped with a heating/air-conditioning system designed to adequately heat or cool your apartment year round. Residents may not install or use additional heaters (i.e. space heaters) or coolers (i.e. window unit air conditioners).
- Residents may not store or place any items in the common area hallways, such as, but not limited to, welcome mats, shoes/boots, bicycles/toys, trash, etc. This is a violation of fire code and will be strictly enforced.
- To preserve the aesthetic consistency in the common area halls, residents may not decorate their apartment doors or door frames. This includes use of wreaths, signs, lights, door knockers, etc.

Disturbance

Profane, obscene, loud or boisterous language, or unseemly behavior and conduct is absolutely prohibited. Resident shall not allow illegal, noxious or offensive activity to be carried on in any apartment, or in the common areas, nor shall anything be done therein, either willfully or negligently which may be or become an annoyance or nuisance to any other Resident. No Resident, its family, servants, employees, agents or visitors shall make or permit any disturbing noises that will interfere with the rights, comforts and convenience of other Residents after 10:00pm, and shall at all times keep electronic sound levels low enough to avoid annoying or disturbing other.

Dry Cleaning

Drop-off/pickup service is provided in the management office. Management is not responsible in the event of loss or damage of any or all of your dry cleaning. You agree to pick up your dry cleaning within 72 hours of notice.

Furniture

Resident shall not keep any water-containing furniture in the Premises.

Insurance

Residents are responsible for obtaining renters insurance to protect their personal belongings in the building. Most insurance carriers provide such policies and they are

typically very inexpensive. The owners, management and agents of 160 Pleasant are not responsible for damage to any of your items during your tenancy resulting from fire, flood, theft or any other cause of damage.

Hazardous Substances

Hazardous substances or materials are not permitted in or around the property. Normal household cleaning products, which will be used and stored in a manner consistent with such household use, are the only exceptions. Residents shall dispose of such cleaning products in accordance with all applicable laws.

Locks

Residents shall not change the locks on the doors of the Premises or install additional locks, chains or other fasteners without the prior written consent of the Landlord. Upon termination of tenancy, all keys to the Premises must be returned to the Landlord. If Resident fails to comply with this rule, they shall pay Landlord \$100.00 for reimbursement of the cost for changing the locks. If Resident requests replacement of their security proximity key(s), they will pay \$40.00 for such replacement.

Mail

The mailboxes are located across from the elevators on the first floor of the building off the lobby. You have been given a key to open your mailbox. Please check your mail daily to prevent overloading of the box. If you are planning to be away for an extended period (i.e. greater than one week) please notify the post office and request they hold your mail until you return. Also contact the post office at move-in and move-out to arrange for mail forwarding to your new address. Mailboxes are labeled with the corresponding apartment numbers.

Maintenance

160 Pleasant employs a full time maintenance superintendent to handle all repairs. Please contact the management office at 781.388.0300 to request maintenance. Do not attempt to make repairs yourself or contract an outside vendor for repairs. You will be responsible for damages caused by your repair attempts as well as for charges incurred by outside vendors. Our maintenance staff has established relationships with vendors that are familiar with the building and have been screened and qualified by management.

If you require emergency maintenance assistance after business hours or on the weekends, please call our 24 hour answering service at 781.388.0300 and follow the prompts. Emergencies are comprised of maintenance items that can not wait until the next business day, such as flood or other hazardous condition, no heat, no electricity, no water or no hot water, plumbing backups, etc. If faced with life-threatening emergencies such as fire, contact 911 to reach local authorities, and then contact the office or answering service.

Residents are responsible for changing their own light bulbs and installing their own curtain rods. Please use light bulbs appropriate for the size of the light fixture both for

safety reasons and for energy conservation. Most lighting in your apartment does not require bulbs greater than 60 watt.

Regular maintenance requests will be addressed within 24 hours of receipt. If the problem can not be fully resolved immediately, you will be notified of the next steps and the estimated time frame of completion. You will receive a call-back within 20 minutes of calling in an off-hours emergency maintenance request.

Maintenance will respond to after-hours lock out calls and residents will be charged a lock-out fee of \$50.00.

Routine maintenance will be required in all apartment units, such as the replacement of heat/a-c filters, cleaning of dryer vents, fire alarm maintenance, etc. You will receive advanced notice of such routine maintenance.

Your safety and comfort are our highest consideration, so please do not hesitate to contact our office to request maintenance repairs.

Move In and Move Out Procedures

To ensure an easy transition to your new apartment home, and a seamless move when you leave the property, please abide by the following guidelines:

- Be sure to reserve an elevator time slot with our management office by calling 781.388.0300.
- The garage entrance on the Exchange Street side of the building (P2) is available for unloading moving trucks. This street is opposite to the Pleasant Street entrance. Do not move items via the lobby entrance at any time.
- If you are using professional movers please obtain a copy of a current certificate of liability coverage and forward to a member of the management team prior to your move date.
- We kindly request you use caution when moving objects to avoid damaging halls and doorways in the common areas as well as in your apartment.
- Please check in at the leasing/management office to either pick up or return your keys.

Obstruction

Resident shall not litter or obstruct the common areas nor store any item in the common areas.

Packages

We have arranged with the standard shipping companies (FedEx & UPS) that they will make an attempt to deliver your package directly to your apartment. Should you not be home or available at the time of their delivery they will leave a note indicating that the package was left with the management office. You may retrieve such packages during

regular office hours. These packages will be kept in a locked closet until you retrieve them.

For your convenience, the building owns two carts that residents may use to transport items such as boxes, groceries, etc. from the lobby or garage up to their apartment unit. Please sign out the cart with the management office and return it to the management office promptly.

Pets

A maximum of 1 dog or two cats is permitted per apartment home. Dogs may not exceed 60 lbs either at their current weight or anticipated weight at full maturity. Unit owners must complete a pet application with references and proof of current vaccinations, and sign a pet addendum (see attached at end of manual). Visitors to the property may not bring their pets to 160 Pleasant (except for those assisting individuals with disabilities). Dogs must be kept on a leash and cats in a carrier at all times when outside of the unit.

Pets are not permitted in the common areas of the building except for purposes of transporting them out of the building. Common areas include the lobby, garage, fitness center, media & dining room and the common area resident patio located on the second floor. Please do not allow your dog to trample our planting outside the front entrance.

Residents may not “walk” their pets on 160 Pleasant property and are responsible for cleaning up after their pet should an accident occur. Cat owners should thoroughly clean their litter box weekly, and remove solids on a daily basis to avoid odors that disturb other residents and present an unsanitary condition. Certain dog breeds (and mixes including those breeds) are restricted at 160 Pleasant Street; please refer to your lease documents and contact the management company to obtain permission and a copy of the pet addendum. All pets on the property must be spayed or neutered at the earliest age permitted for their breed. Management reserves the right to request that an animal be permanently removed from the property if the animal poses a nuisance or threat to others or if the resident/pet do not adhere to the terms of the pet lease addendum.

The fees for keeping a pet on the property are as follows:

Cats:	One time administrative fee of \$175
	Monthly pet rent of \$25
Dogs:	One time administrative fee of \$250
	Monthly pet rent of \$50

Parking

Residents may rent a parking space in the 160 Pleasant Street garage for \$75.00 per month. Parking spaces will be available to residents on a first come first served basis.

The management office will retain information on all legitimate vehicles to be parked in the garage. **Cars illegally parked in assigned parking spaces will be towed at the vehicle owner's expense.** Visitor parking is available for guests of Residents. The cost is dependent on the time needed. There will be a visitors permit issued. Visitor parking is also available in the neighboring public garage, or in public parking spaces along Pleasant and surrounding streets.

Residents may not perform vehicle maintenance of any kind while parked in the garage outside of jump starting a stalled car or changing a flat tire. Residents park their vehicles in the 160 Pleasant Street garage solely at their own risk, and should therefore take care to remove valuables and secure their vehicle when parking.

Because of specific garage clearance heights, not all tow trucks will fit in the garage safely, therefore residents should report illegally parked vehicles in the garage to the management office rather than calling a towing company. Management will contact an approved towing provider.

Personal Belongings

Resident shall not display any advertisement, sign or notice inside or outside the premises nor cause or permit anything to be hung or displayed on the outside windows, or placed on the outside walls or door. Resident shall not leave any personal belongings in the common areas, including but not limited to corridors, stairways, entrances, sidewalks, elevators, and lawn areas.

Portable Heaters

Residents shall not store, install or operate, in or about the Premises, portable kerosene-fired heaters.

Postings

The posting of signs or notices in common areas in or on the building is permitted only with prior written consent of management. For the convenience and privacy of all residents, no soliciting is permitted in the building.

Returned Check Fee

It is understood and agreed that a charge of \$50.00 will be charged to any Resident for returned checks due to "insufficient funds." Resident agrees to re-pay the returned check amount by certified check with the additional \$50.00 charge immediately upon notice of returned check. Should this occur on more than one occasion, you may be required to pay all future rent in certified funds, by bank check or money order.

Safety & Security Issues

Keys/Entry

At the time of your move-in you were given keys that would gain you access to your apartment, to the building/common areas, and to your mailbox. If you misplace your keys please contact the management office for replacements. Your rental account will be charged for all replacement keys, or for keys not returned upon move-out. Keys are only issued to household members that are on the lease.

The replacement cost for keys is currently:

- Replacement Entrance FOB = \$40.00
- Replacement Apartment Key = \$50.00
- Replacement Mailbox Key = \$30.00
- Replacement Trash Key = \$10.00
- Replacement Garage Remote = \$50.00
- Replacement Parking Permit - \$100

Your apartment key engages both locks on your apartment door. We encourage the use of both locks at all times. No additional locks or securing devices may be added to your apartment door. The black "FOB" gains you access to the lobby and perimeter doors including doors leading from the garage levels, fitness center, media room/dining room, caterers kitchen and business center. To operate the FOB, look for the sensor located next to the entrance and place the FOB directly on the red reader bar. When the light turns green and the reader beeps, you have gained access and can open the door.

Garage Safety

Please drive slowly when entering, exiting and driving in the garage. Use caution and slower speeds when driving over speed bumps to avoid damage to the undercarriage of your vehicle. The property management company is NOT responsible for damage to your vehicle while you are driving or parking on the property. You are encouraged to lock the doors of your vehicles and put the windows up when you park at 160 Pleasant.

Apartment Safety/Security

You are also encouraged to keep doors and windows to your apartment closed and locked when you are not home. Do not provide keys or copies of your keys to non-residents. You are responsible for the actions of your visitors, even when you are not with them at the property.

Building Intercom System

The building is equipped with an intercom system for resident's use. Visitors will use the menu options to locate your name and enter a code that will ring your apartment. Please ensure that the management office has your correct phone number. Your phone will ring, and when you answer it you will be able to hear the visitor speaking from the lobby vestibule. Should you wish to give them access to the building, press _9_ on your phone and the entry door will open. Subscribers to COMCAST cable may turn to channel 3 on their television to view the camera shot of the lobby vestibule so they can check who is visiting prior to letting them in. **For the safety of all residents, do not provide access to individuals you do not know, which includes buzzing in**

strangers or holding the lobby door open for them. The intercom codes are not the same as your apartment number, so visitors in the lobby can not find your apartment simply by finding the code.

Emergency Systems

Each apartment unit is equipped with smoke detectors. Tampering with or disengaging the smoke detectors or any other life safety equipment in the building is not permitted and is grounds for eviction and/or legal action. If your smoke detector is not working properly please contact our office or answering service immediately for repairs. Do not tamper with the fire sprinklers as they may discharge causing substantial damages to the building and its contents. Violators will be held responsible for all damages incurred in this instance.

The building is also equipped with a central alarm notification system. When an alarm is pulled visible strobe and audible alerts will sound. Please follow the instructions given, including instructions to vacate the building, while the alarm is investigated. When leaving your apartment during an alarm please ensure that your children and pets are with you, and that your apartment door is locked behind you. During a fire, the elevators may not function, so please familiarize yourself with emergency stairwell exits.

Suspicious Behavior/Items

If you observe any suspicious behavior, packages or individuals on the property, please contact the Management Office or the local police to check on the situation.

Smoking

Smoking is permitted within the confines of the resident's unit. However, if the smoke goes into the halls and disturbs other tenants, you may be asked to purchase an air machine or take other measures to eliminate the presence of the smoke/smoke odor in the public areas, or you may be asked to refrain from smoking in your apartment. Smoking is prohibited in the common areas, halls, and stairways of the buildings as well as in the parking garage and on the common area outside patio. When smoking outside, please respect the property and your neighbors. Do not smoke next to the open window of a neighbor, as the smoke will enter the unit and possibly disturb the other tenants. Do not throw cigarettes on the ground. Please dispose of them properly and safely in the ash trays provided on each side of the building entrance!

Storage Areas

Resident agrees to utilize such storage areas, if any, which are assigned and leased to Resident and shall allow Landlord to enter any storage area improperly utilized by Resident and to remove contents thereof and to dispose of or store the same at the expense and risk of Resident. ***Resident will provide their own lock for the storage area they lease.***

Trash Removal

Trash rooms are located on each residential floor. All trash must be bagged and securely tied prior to depositing in the trash chute. Trash should not accumulate in the

residences, as this attracts pests. Torn bags of trash should be placed in a second bag before dropping in the chute. Boxes should be broken down flat and placed neatly in the trash room. Do not put pizza boxes in the trash chute; they should be placed with other boxes and larger materials in the trash room, which will be picked up weekly by maintenance. Larger items for disposal, such as mattresses, furniture, etc. should not be left in the corridors or placed in the trash rooms; please contact the management office to arrange for their disposal.

Utilities

Residents are responsible for contacting the local utility providers to place service in their name at the commencement of tenancy. Please refer to the list of utility providers at the beginning of this manual for contact information. Upon termination of your tenancy, please again contact the providers to inform them of your move out date and forwarding address so they can provide final billing information. In the event that water sub-meters are installed in individual apartments in the future, the resident agrees to pay for all water consumed in each individual unit. This would only be in effect upon a new lease or a lease renewal.

Visitors

Visitors must abide by the rules and regulations of the property as noted in your lease and in this handbook. Visitors may park in the public parking garage adjacent to the building or in the public spaces along Pleasant and surrounding streets. Visitors may not utilize the 160 Pleasant parking garage without a visitors permit. This permit is available at the Management Office at a cost of \$5 per day.

Wires and Antennas

Resident shall not install any wire, cable or antenna for radio, television or other purposes outside their leased apartment areas.