

Welcome to the Hall and Moskow Family. In an effort to make your move-in and tenancy go smoothly, we've put together some information that may be helpful to you. Please make special note of the short list of guidelines we expect all our tenants to adhere to.

Hall and Moskow Renters Guidelines

Pets: Allowing you to have a pet is a privilege and should be treated as such. If you have outdoor pet(s), poop-scooping is **immediately** required, not an hour, day or week later. If you have indoor pet(s), regular cleaning or changing of litter boxes, cages, etc. is required so that no odors escape to the neighboring units or common areas. By cleaning up after your pet immediately, you will keep your neighbors happy, the property in good condition, and make it possible for us to continue renting to tenants with pets.

Noise: As a courtesy to your neighbors (both the property neighbors and other Hall and Moskow tenants in the same building), quiet after 10:00pm to 7:00am is expected. Please respect your neighbor's right to peaceful quiet enjoyment of their home too.

Visitor's must always park on the street. Any off-street parking is reserved strictly for tenants.

If you are going to have a party, please notify all neighbors ahead of time, so they can be prepared and plan accordingly. Winding the party up to a close at a reasonable and considerate time, is still expected.

Tenants are required to put all trash out on the appropriate day of the week, in a barrel with a lid, not in plastic bags, as neighborhood animals can tear them open and strew the trash about. The city's rules are available and updates will be mailed to you every year.

Hall and Moskow maintains a SMOKE-FREE Policy in all our buildings. Please, no smoking in any of the units or in common areas. All smoking must be done outside away from the building, and other tenants. You are responsible for the proper disposal of all smoking materials used by yourself and/or guests. Continued violations of our Smoke-Free policy may result in non renewal of your lease and/or eviction.

During Snow Emergencies please clean your car off as soon as possible and before the snow plow comes to clear snow from your building parking lot. Be ready to move your car as soon as the plow truck arrives. This helps to save time, so that we can get to all our tenants in a more efficient and timely manner. We appreciate your help and corporation.

If you have any repairs or maintenance issues please call the office to report them as soon as possible. Keeping your unit, and our buildings in good working order are very important to us.

You will need to change all your utilities into your name immediately. The following names and numbers should be helpful in making these changes.

****Electricity:** National Grid Electric: 800-322-3223

****Gas:** National Grid GAS: 888-377-5325

****Oil:** Lombardi Oil Co: 978-465-7200 if your unit has it's own oil tank,

****Water:** City of Newburyport (we will handle this change since water is not metered separately on all units, and when it is metered separately, it is billed quarterly. You may receive an initial water invoice from our office. Upon departure, you will be expected to pay any unpaid water costs.

You will need to give them your new address _____
and in some cases, the utility company may ask for the previous tenant's name. If so,
please contact the office to obtain this information, 978-465-7047x3

****Cable:** most tenants are serviced by Comcast at 888-633-4266

Please return this page to our office on or before your move-in day:

I have contacted the following utilities with my move-in date of _____:

Nat Grid Elec _____

Nat Grid Gas _____

Lombardi Oil _____

Signed _____ Dated _____