



ALPHA MANAGEMENT

WELCOMES NEW TENANTS!

THIS WELCOME PACKAGE AND OTHER IMPORTANT INFORMATION IS
ALSO AVAILABLE ON OUR WEBSITE AT:
www.AlphaManagementCorp.com

To facilitate your transition to your new apartment, enclosed is some
essential and helpful information:

- A. Landlord Information
- B. Maintenance Requests
- C. Rent Payments
- D. Boston Utility Companies
- E. Free Wireless Internet Policy/ Set-up
- F. Renter's Insurance
- G. Laundry Information
- H. Trash Disposal
- I. Recycling Program
- J. Alpha Management Parking
- K. Resident Parking Information

A. Landlord Information:

Alpha Management Corporation Phone: (617) 789-4445
1283 Commonwealth Ave, Suite #1 Fax: (617) 789-4408
Allston, MA 02134 Email: info@alphamanagementcorp.com

Office Hours: Monday- Friday 9:00 AM - 7:00 PM
Saturday 10:00 AM - 7:00 PM
Sunday 12 PM - 4 PM

Note: Any questions regarding your tenancy should be directed to the management
office above and not toward your real estate broker!

B. Maintenance Requests:

Non-Emergency Maintenance requests are taken Monday-Sunday, 9 AM-7 PM. The
maintenance department telephone number is (617) 789-4445. Emergency calls (i.e.
toilet overflows, plumbing leaks, no heat/hot water, lockouts, etc) are also directed to the
same number, 24 hours a day, 7 days a week. Only emergency calls are taken after 7
PM. All other non-emergency requests are to be reported during regular office hours
and are attended to promptly within 24 hours of reported issue.

Online Maintenance Requests:

Maintenance requests can also be processed and facilitated online via our website
under the Tenants Section. Such work orders will be received and processed by our
maintenance team and work order statuses will be updated regularly via the website until
the work order is complete.

C. Rent Payments

Rent payments are due no later than the 1st of each month, regardless of the day you move into your apartment. In issuing your rent checks, please write your apartment address in the memo section to ensure that the payment is credited properly. Make all checks payable to Alpha Management and send all rent payments to the following address:

Alpha Management
1283 Commonwealth Ave, Suite #1
Allston, MA 02134

Most of Alpha Management's buildings have a "Rent Check Box" in their lobbies. This rent box serves as a convenient way to drop your rent checks. Rent checks are picked up daily.

Returned Check Policy: If a rent check is returned by the bank to the lessor for any reason, there will be a \$50 penalty charged to the lessee. If checks are returned, only a certified check will be accepted as payment (No Personal Checks).

D. Boston, Malden, Medford & Somerville Utility Companies:

Tenants are responsible for activating accounts for utilities not included in their monthly rent. If you fail to set up such accounts, you risk having that utility shut off by the utility company. When contacting gas and electrical companies, let them know to start charging you from the day you move in and provide them with your apartment address. It is recommended that you call in advance to set up the following accounts to reset the appropriate meters for when you move in. Please reference the following utility directory.

Boston*, Brookline, Cambridge, Somerville**	Malden & Medford
Gas Service National Grid www2.nationalgridus.com 1-800-233-5325	Gas Service National Grid www2.nationalgridus.com 1-800-233-5325
Electrical and Gas Service** Eversource www.eversource.com/ 1-800-592-2000	Electrical Service National Grid www2.nationalgridus.com 1-800-322-3223
Cable, Phone, High Speed Internet Comcast www.comcast.com deborah_doyle@cable.comcast.com 617-913-3987	Cable, Phone, High Speed Internet Comcast www.comcast.com deborah_doyle@cable.comcast.com 617-913-3987

**Including Allston, Brighton*

E. Free Wireless Internet Policy/ Set-up (SELECT BUILDINGS ONLY!)

For those tenants who are moving into buildings that provide free Wireless Internet, below is the information for securing your wireless connection for your respective building. You will need to clear out any settings you currently have and connect with the new settings described below (Please note: the key is case sensitive). By using the wireless internet provided you agree to the terms and conditions below.

Wireless Network/ Key

309 Huntington Avenue

Network: AW-309HUN
Key (WEP): 6183559246

311 Huntington Avenue

Network: AW-311HUN
Key (WEP): 7312290746

313 Huntington Avenue

Network: AW-313HUN
Key (WEP): 2901672294

315 Huntington Avenue

Network: AW-315HUN
Key (WEP): 5487992178

97 St. Stephens Street

Network: AW-97STE
Key (WEP): 9539103324

115 St. Stephens Street

Network: AW-115STE-A
Key (WEP): 3657719082

115 St. Stephens Street

Network: AW-115STE-B
Key (WEP): 2769033156

WIRELESS INTERENT: TERMS & CONDITIONS

1. It is agreed that internet is not included in rent. If by chance your internet connection is temporarily down, you cannot deduct from your monthly rent. Please be aware that we are providing free wireless internet as a courtesy to our tenants. You have the right to use other wireless carriers listed in the utility directory.
2. Connect only to the wireless network you are assigned
3. You are responsible for securing your own computer. While security measures are in place such as firewalls and secured access, it is still your responsibility to protect your computer including, but not limited to passwords, personal firewalls, disabling network sharing, anti-virus, and spyware protection.
4. Do not use the internet for anything illegal.
5. Do not use bandwidth.
6. Do not change any settings, configurations, or anything else related to the setup.

7. Any violation of these conditions or other actions deemed as inappropriate will result in suspension of your wireless internet privileges or permanent loss of them.

F. Renter's Insurance

Renter's Insurance covers your personal property in case of fire, theft, vandalism, smoke, and broken pipes. The cost of apartment insurance ranges from approximately \$135 to \$350 per year and can be purchased through most insurance agencies. Below are a few recommended agencies:

Dadgar Insurance

www.DadgarInsurance.com
400 W Cummings Park # 6725
Woburn, MA 01801-6528
(781) 933-2626

AAW Insurance

www.aawinsurance.com
373 Cambridge Street
Allston, MA 02134
(617) 783-1010

G. Laundry Information

Laundry Machines are located in the basement of most buildings, and most are coin-operated. Please contact the maintenance office if you have trouble accessing the laundry room of your building or need assistance finding one in your neighborhood.

H. Trash Disposal

Dumpsters are located outside in the back of each building. Please dispose of your trash in securely tied trash bags. Do not leave trash in the hallways of your building for it will attract rodents to the site.

I. Recycling Program

According to the City of Boston, as of July 1st, 2009, Boston residents no longer have to separate paper and cardboard from cans and bottles. Instead, they may mix all recyclable materials together in one large container. Below is a list of all acceptable and unacceptable materials to recycle.

Acceptable Materials

- Newspaper (with inserts)
- Magazines/Catalogues
- Junk mail (remove free samples; plastic envelope window is ok)
- White & colored paper/brown bags
- Telephone books
- Flattened food boxes
- Paperback books

- Milk and juice cartons
- Juice/soy milk boxes
- Flattened cardboard boxes
- Pizza boxes (empty)
- Glass bottles/jars. (lids and labels ok)
- Tin and aluminum cans, foil, and pie plates (lids and labels ok)
- All plastic containers (caps & lid may stay. No motor oil or chemical containers)
- NEW! cardboard/spiral cans (potato chip, coffee, nut cans, etc)
- NEW! rigid plastics (laundry baskets, buckets, toys, etc)

Unacceptable Materials

- Styrofoam
- plastic bags
- motor oil containers
- chemical containers
- ceramics or dishes
- light bulbs
- window glass, mirrors
- yard waste
- food waste
- televisions
- computer monitors

J. Alpha Management Parking

Alpha Management has parking available at most buildings for its tenants. Your vehicle will be towed if you park in our lot without a valid parking permit. Please call our office to inquire about parking availabilities and rates. We also offer temporary and guest parking permits.

K. Resident Parking Information

CITY OF BOSTON RESIDENT PARKING PERMITS

Boston Resident Permit Parking is designed to give residents a better chance to find an on-street parking space in their neighborhood. Many of the parking spaces on Boston's residential streets are regulated as "Resident Parking Only".

To obtain a free parking permit in the City of Boston, you need to provide a valid MA registration, proving that your vehicle is registered and principally garaged in your name at your address. Proof of residency is required (see below). In addition, there must be no outstanding Boston parking violations against your current plates or prior plates. No temporary passes can be issued.

Where to go?

Visit the Boston City Hall, Office of the Parking Clerk, Room #224, in Government Center. Office hours are Monday through Friday, 8 am to 5 pm, with extended hours on Thursday evening.

Providing Proof of Residency

Present one of the following items mailed to you within the last 30 days bearing your name and address:

1. Gas, Electricity, Cable TV, or Telephone Bill
2. Credit Card Bill
3. Monthly Bank Statement

Registering your Car in Boston

First, contact your insurance company. A vehicle must be insured in Boston before it can be registered in Boston. Your insurance company will help you with further registration info.

You may download the necessary application form online and bring it to the City Hall. (<http://www.cityofboston.gov/transportation/pdfs/rpp.pdf>)

For more information, please call: 617-635-4682.

BROOKLINE RESIDENT PARKING PERMITS

Overnight on-street parking is not allowed in the Town of Brookline. The Town of Brookline is accepting applications for overnight parking spaces in its public lots. The cost is +/- \$100 per month and renters may park from 8:00 PM - 9:00 AM.

For more information, please call: 617-730-2177.