



Move-In Procedures

Notice concerning all New Tenants for September Turnovers

Please be advised that keys will be ready for pick up between 1:00 PM and 4:00 PM on September 1st. Our inspectors will be checking apartments from midnight on August 31st until 12 noon on September 1st.

Keys are not guaranteed before this time however you may contact our office to inquire if they are ready in advance.

Fairfield Realty will be closing promptly at 4:00 PM on September 1st and will not re-open until 9 AM the following business day. If you have not picked up your keys by 4:00 PM on September 1st you will not be able to access your apartment until the following business day.

Any required maintenance work will commence soon after September 1st but there is no way to guarantee that maintenance personnel will make it to your apartment on or before September 1st. This work **WILL** be performed but may take place in the upcoming weeks. Please be patient.

As stated in your lease, work will be completed after the move-in date. Maintenance personnel may need to gain access to your apartment over the labor day weekend and during the upcoming weeks. Please expect them. Unfortunately, we cannot make specific appointments.

Please use the Maintenance Request Form to write down any maintenance items that need to be fixed. This form can be mailed, faxed or dropped off to our office. Please retain the form for at least a few days, as you will most likely find additional items that need repair. We require a complete list of maintenance items so that our personnel can effectively take care of all items at once.

Important Phone Numbers

NStar Electric: (800) 592-2000

KeySpan Gas: (617) 469-2300

Verizon Phone: (617) 956-8000

Comcast Television: (617) 279-1958

Helpful Boston Numbers

Boston Police Department / Non-emergency: (617)343-4200

Boston Fire Department / Non-Emergency: (617)343-3550

Emergency Storm Center: (617)635-3050

Poison Control and Prevention: (800)222-1222