



Welcome New Residents...

BEFORE MOVING IN:

Please be sure that your file is complete. Please contact the broker / agent who you have been working with to rent the apartment to be sure all required documents and money has been submitted to Delphi Properties. The Following documentation must be provided to Delphi Properties before move in can occur:

- *Original Signed Lease and Addendum*
- *Completed rental application and Proof of income*
- *Completed rental application and Proof of income for Guarantor (If Applicable)*
- *Credit Reports*
- *Lead Paint Certificate*
- *Landlord Reference*
- *Original Notarized Guarantor Form (If Applicable)*
- *Pet Policy / Procedure; Photo of Pet & Vaccination Records (If Applicable)*

PLEASE NOTE: You will not be able to move in unless your file is complete.

MOVING IN:

We understand moving is typically a hectic time for everyone and Delphi Properties works hard to turn over an apartment as fast as possible. Please be aware that many outgoing residents move out late on the last day of the month and we ask you to be patient and we will work hard to help facilitate your move in and help the best we can.

September 1st is one of the busiest moving days of the year in Boston with the many colleges in the area a majority of leases begin on this date. If you are moving in on this date please anticipate a lot of traffic and a lot of people moving in and out of your building. This also delays our maintenance crew to get around the city to handle any maintenance issues that arise. Please be patient and understanding. We understand that your new apartment might not be as clean and complete as your moving in and again ask for your patience. We will have maintenance as well as cleaning crews working on your unit sometimes as you're moving in.

KEYS:

Please contact your real estate agent you have been working with to coordinate getting your keys to move in. If you rented your apartment through our management office you can pick up the keys at our office (1203 Boylston Street, Suite 102 Boston MA 02215). No Residents will be able to move in or pick up keys until **AFTER 12 NOON** on the day of your move-in date unless given prior permission from Delphi Properties.

If you have any questions or concerns please feel free to contact us at our office: 617-437-7800