



Welcome to 603 Concord! We are happy to have you as a part of our community! Please take a moment to read through this letter as it contains useful information about the building, its policies as well as helpful contact information.

Building Access

All residents will be provided with a set of keys, consisting of a unit key, a mailbox key, and a key to all the exterior doors (FOB) of 603 Concord. If a FOB is misplaced or not returned upon move out, there is a fee of \$100.

Trash/Recycling

Recycling bins are found in two garage locations. Posted signs indicate the items co-recycled in Cambridge. You are required to completely flatten all cardboard boxes and place all recyclables inside the bins. If you have a very large box that does not fit inside the bins, please lay the flattened cardboard between the bins. Do not place any plastic bags, Styrofoam, packing peanut, trash etc. in the recycling bins.

The trash dumpster is located outside at the end of the driveway. Please place all trash inside the dumpster and keep both the dumpster lids covered and the side doors closed.

Rent/Fees for Other Services

Security deposit is due at lease signing. Security Deposit is \$500, \$1,000 with one pet, and a full month's rent with more than one pet. Please make the full payment via your 603 Concord ResidentPortal (<https://www.rentcafe.com/residentservices/apartmentsforrent/userlogin.aspx>) on the Residential (Payment tab). Rent is due on the first of each month. Fees for other services such as Guest Parking should be paid by check, payable to **Abodez Acorn CW, LLC** and mailed directly to the Acorn Administrative Group:

Abodez Acorn CW, LLC
c/o Acorn Holdings, LLC
300 Washington Street, Suite 805
Newton, MA 02458

Parking

If you have a parking space in the garage, you will be issued a clicker to operate the garage door. The garage door to the street can also be accessed by the punch code pad next to the garage door or pressing the green “open” button from inside the garage. Please do not give out this access code to non-residents.

You may only park in the garage parking space(s) assigned to your unit. If you have questions about which space you have been assigned, please contact the management. The garage will be monitored to ensure proper use, and unauthorized vehicles will be towed.

For street parking, you can obtain a resident parking permit, as well as a visitor pass. Please contact the City of Cambridge Traffic and Parking for more information.

<http://www.cambridgema.gov/traffic/>

Guest Parking

Guest parking is available for 603 Concord guests. The fee is \$15; contact management for availability. You will be given a guest parking pass to be displayed on the dashboard of your guest’s vehicle. For garage guest parking, you will not be given a garage transponder so you will need to coordinate garage entry for your guest. There is an electronic control box for the garage door accessible from inside the garage.

Units with Patios

For 1st floor units with patios, please note that items such as patio furniture and bicycles may be kept outside on your patio. Items such as grills, gas/propane tanks and other similar items cannot be used or stored on a patio. Additionally, no structures can be built on patios nothing can be attached to the building, fencing or shrubs, including decorative lights, locks or chains. A small patio umbrella may be used it should be left closed when not in use. No smoking is allowed on the patios, elsewhere in the building or on the property.

Ceiling lights, etc.

Units are equipped with ceiling lighting in the kitchen and bathroom(s). Residents may hire a licensed electrician to install additional ceiling lights. Management can also provide this service. Please contact them for an estimated fee.

No shelving, television mounts or other items may be attached to or hung onto the walls or ceilings within the unit as per your lease.

Front Door Electronic Entry

Please provide a unique 4 digit code for the unit entry to management which will be programmed for your unit.

Smoking

There is no smoking allowed anywhere in the building or the surrounding grounds. Please respect the other residents and refrain from smoking near the building. Please be sure your guests know this as well.

Common Areas

There should be no items stored in the common areas; unauthorized items are subject to removal. The common areas include: the patio on the first floor, parking garage, building hallways, lobby areas, roof deck, bicycle room, fitness room, function room, and kitchen. If you have items that do not fit inside your unit, you may store your belongings in the storage space(s) assigned to your unit. If you need additional storage, please contact the Building Management.

Please note, the garage parking spaces are for cars only. No bicycles (unless on a designated bicycle rack), furniture, spare tires, etc. may be stored in the garage spaces. To learn about Monster Rack garage storage solutions, please contact the Building Management.

When in the common areas, all guests and residents under the age of 18 must be accompanied by a resident over 18 years old while in the common room areas.

Community Room

The Community Room is open to all residents to use on a first-come, first-serve basis. This room includes a full kitchen, dining room, and outside barbeque grill as well as a flat-screen television. There is a community lending library of books, magazines and games for residents and guests to enjoy. You are welcome to take these books, etc. and then return them later. Please feel free to add to the collection.

To reserve the Function Room for an event, please visit the ResidentialPortal and fill out a request for reservation or contact Community Manager, Jorge Mogollon. Large parties may require a deposit. Please be sure to clean up the kitchen, grill, etc. after each use. If the propane tank is empty, please notify management. Again, no smoking is allowed on the deck or elsewhere on the property.

The 603 Concord free Wi-Fi can be accessed in the community room. (Wifi: Resident; Password: AcornWelcomesYou!)

Pet Policies and General Information

603 Concord is a pet-friendly building and many of our residents have cats and/or dogs. Management must approve of all pets in your unit per your lease/lease addendum.

WELCOME TO 603 CONCORD

- All dogs and cats must wear identification collars or tags, which include proof of current vaccinations.
- All residents must keep their pets under control at all times so that they don't disturb other residents and their guests. Pets are not allowed in the Computer or Community Rooms or the Guest Suite without prior permission from Management.
- Residents must clean up after their pets, both inside their unit and in all common areas and other parts of the property. We have provided a pet waste container at the front of the building for your convenience.
- Residents should not leave pets unsupervised in their unit for any unreasonable period of time, and must keep pets in appropriate, contained areas within their unit. Residents are not allowed to have non-resident pets in their unit unless Management has given permission.
- As responsible pet owner, please make sure that your renters' liability insurance policy covers damage caused by pet accidents and that it doesn't contain dog bite exclusion or other such limitations.
- The Landlord maintains the right to ask residents to remove any pet from the property or terminate the tenancy in the event of serious or repeated violations of the building pet policies.

Security Cameras

603 Concord is equipped with a number of security cameras that monitor the building at all times. Additionally, please know that there is a security camera in the Community Room.

Unsupervised Minors

All guests and residents under the age of 18 must be accompanied by a resident over the age of 18 while in the common room areas.

Bicycle Storage

Bike storage is available on a first-come first-serve basis located in the garage level near the fitness room. Outside of your unit, this is the only place available for bike storage. Please do not lock your bikes to the railings of the building. Also bicycle storage is for bicycles only; please do not leave any personal belongings in this area. Any bikes in unauthorized areas or personal belongings are subject to removal.

Maintenance / Service Hours

All work being done inside your unit (i.e., cable, internet, or other connection services, renovations, maintenance, etc.) should be conducted between 8 AM and 6 PM on Monday – Saturday. Violations are subject to \$100 fine and work stoppage, at the discretion of the Building Management.

For non-emergency maintenance issues, please submit a work order in the ResidentialPortal. Alternatively, you may contact Community Manager, Jorge Mogollon.

Jorge Mogollon
Community Manager
(617)433-9700 ext. 108
JMogollon@acornh.com

Utilities

All residents should set up gas and electric accounts with Eversource. Cable TV, internet and telephone services are also available if desired from Comcast. Please contact our authorized agent, Patrick Samuels, at (617) 659-2045 or Patrick.Samuels@cable.cable.cable.comcast.com. Please allow at least 5 business days to accommodate with installation. If contacting anyone else, management must be informed with at least 72 hours notice.

To set up Comcast or Verizon service the vendors will need access to the buildings main electric room. Access to this room should be scheduled with Management during business hours (Monday–Friday 9am to 5pm). You must be present during installation.

USPS

You must put your name on your mailbox. Otherwise, your mail carrier Will NOT deliver your mail. Please also remember to forward your mail from your prior residence.

Lock-outs

If you are locked out of your unit during business hours (Mon-Fri 9am – 5pm) the Building Management may be available let you back inside your unit. During non-business hours, there is a fee of \$150.

Maintenance Emergencies

For any life-threatening emergencies or serious issues that warrant police or fire involvement, call 911.

If you have a maintenance emergency (such as a burst pipe causing water damage) during business hours, please contact the Building Management using contact details below.

If Building Management is not immediately available or during non-business hours, please contact the building's after-hours emergency maintenance team at (617) 433-9700 ext. 114.

Useful Contact Information

Management Office

Jorge Mogollon
Community Manager
(617) 433-9700 ext. 108
JMogollon@acornh.com

Abodez Acorn CW, LLC
c/o Acorn Holdings LLC
300 Washington Street Suite 805
Newton, MA 02458

Leasing: leasing@acornh.com

Accounting: accounting@acornh.com

Eversource Electric: 800-989-0900

Comcast Xfinity: Patrick Samuels (617) 279-5602,
Patrick_Samuels@Comcast.com

City of Cambridge Traffic and Parking: 617-349-4700

Cambridge Post Office: 617-575-8700

Building Address: 603 Concord Avenue, Cambridge, MA 02138