



BRIGS, LLC

Move In Information for New Tenants

As we all know, moving can be a trying experience, especially on September 1st in Boston, which is the day most of the city's population will be exchanging residences.

Here are some tips for making the September 1st move-in process easier for you, and for us!

- Key pick up is Saturday, September 1st from **7:00 am to 12:00 pm**; the office will close at **12:00 pm**, so please plan accordingly. The office is closed for the holiday weekend and will reopen Tuesday September 4th.
 - If you are not picking up your keys on September 1, or have different move-in plans, please let the office know beforehand
- If the current tenants move out early, we will contact you about moving in early
 - Moving on a different day makes everyone happier, if we are able to accommodate this you will be notified
- Cleaning crews will be going around each of our units on Saturday, due to the amount of units turning over, we will not start painting until Tuesday; in the coming weeks, we will make every effort to get your unit painted as quickly as we are able to, carefully working around your furniture. Please be patient with us
- If you purchased any furniture from the current tenants, please have them obviously mark/leave a note for anything left behind, otherwise our cleaning crews may throw it out
- Please make sure all deposits and paperwork for your unit have been completed, any missing funds or original co-signer forms may prevent you from picking up keys on September 1. All tenants should have completed a lease signing prior to September 1; please do not expect to sign your lease on this day.
- When picking up your keys, make sure that your move-in packet contains a copy of your: signed lease, BRIGS Addendum, Fee Schedule, Tenant Lead Law, mailbox nametag, and trash/recycling information. Having your lease on hand during tenancy with us may help answer some questions that arise.
- **DO NOT** place trash bags/items out on the curb during move-in, consult your trash/recycling information page in order to avoid fines.