APPENDIX

USEFUL PHONE NUMBERS

BOSTON UNIVERSITY

Boston University Medical Campus Switchboard 617-638-8000

Boston University Charles River Campus Switchboard 617-353-2000

School of Medicine

www.bumc.bu.edu/busm Admissions: 617-638-4630 Registrar: 617-638-4160 Student Services: 617-638-4166

School of Public Health

www.bu.edu/sph

Admissions: 617-638-4640 Registrar: 617-638-4645 Student Services: 617-414-1402

Goldman School of Dental Medicine

www.dentalschool.bu.edu Admissions: 617-638-4787 Registrar: 617-638-4708 Student Services: 617-638-4787

Division of Graduate Medical Sciences

www.bumc.bu.edu/gms Admissions: 617-638-5120 Registrar: 617-353-3612 Student Services: 617-638-5120

Office of Housing Resources

www.bumc.bu.edu/ohr 617-638-5125 ohr@bu.edu

Office of Student Financial Services

www.bumc.bu.edu/osfs 617-638-5130

Office of Rental Property Management

www.bu.edu/orpm 617-353-4101

Off-Campus Services (Charles River Campus)

www.bu.edu/offcampus 617-353-3523

Parking & Transportation

www.bumc.bu.edu/gs 617-638-4915

Office of Family Resources and the Children's Center

www.bu.edu/family Nikki Sibley 617-353-5954 nsibley@bu.edu

Boston University Police Department

www.bu.edu/police 617-353-2121

BUMC Public Safety

www.bumc.bu..edu/publicsafety 617-414-4144

Boston University Information Center

www.bu.edu/dbin/infocenter/content/ 617-353-4636 AskUs@bu..edu

BOSTON MEDICAL CENTER

BMC Information

617-638-8000 617-414-5000

Committee of Interns and Residents (SEIU)

Judy Grant 617-414-5301 jgrant@cirseiu.org

CITY OF BOSTON

City Hall

www.cityofboston.gov 617-635-4000

Rental Housing Resource Center

www.cityofboston.gov/rentalhousing 617-635-7368 RentalHousing@cityofboston.gov

Department of Neighborhood Development

www.cityofboston.gov/dnd 617-638-3880

Department of Neighborhood Services

www.cityofboston.gov/neighborhoods 617-635-3485 Jay.Walsh@ci.boston.ma.us

Inspectional Services Department

www.cityofboston.gov/isd 617-635-5300 ISD@cityofboston.gov

Boston Redevelopment Authority

www.bostonredevelopmentauthority.org 617-722-4300

City of Boston Public Schools

www.cityofboston.gov/bps www.bostonpublicschools.org 617-635-9000 jcahill@boston.k12.ma.us

Boston Centers for Youth and Families

www.cityofboston.gov/bcyf 617-635-4920 BCYF@cityofboston.gov

Mayor's 24-hour Hotline

www.cityofboston.gov/bcyf 617-635-4500

Boston Health and Hospitals Department

www.cityofboston.gov/rentalhousing 617-534-5000 RentalHousing@cityofboston.gov

Boston Public Works

www.cityofboston.gov/rentalhousing 617-635-4900 RentalHousing@cityofboston.gov

Boston Elections Commission

www.cityofboston.gov/residents/ElectionsAndVoting.asp 617-635-3767 Election@cityofboston.gov

TOWN OF BROOKINE

Main Switchboard

www.brooklinema.gov 617-730-2000

Transportation

www.brooklinema.gov/transportation 617-730-2177

Public Works

www.brooklinema.gov/publicworks 617-730-2156

Health Department

www.brooklinema.gov/health 617-730-2300

Brookline's Health Department is responsible for inspecting apartments and ensuring they meet sanitary code guidelines.

Public Schools

www.brookline.k12.ma.us/617-730-2401 info@brookline.k12.ma.us

CITY OF CAMBRIDGE

City Hall

www.cambridgema.gov 617-349-4000

Mayor's Office

www.cambridgema.gov/mayor 617-349-4321 David P. Maher, Mayor

Public Works

www.cambridgema.gov/theworks 617-349-4800 TheWorks@cambridgema.gov

Public Health

www.cambridgepublichealth.org 617-665-3800

Inspectional Services Department

www.cambridgema.gov/inspection 617-349-6100 ranjits@cambridgema.gov

Public Schools

www2.cpsd.us/ 617-349-6400 jyoung@cpsd.us Dr. Jeffrey Young, Cambridge Superintendent

STATE OF MASSACHUSETTS

Main Switchboard

www.mass.gov 617-727-7030 (Citizens' Information Service)

Governor's Office

www.mass.gov/governor 617-725-4005

Attorney General

www.mass.gov/ag 617-727-2200 ago@atate.mass.us

Consumer Affairs and Business Regulation

www.mass.gov/consumer 617-973-8700

Division of Professional Licensure

www.mass.gov/dpl 617-727-3074

APPENDIX

Apartment Hunting Timeline

Adapted From Marywood College's Off-Campus Housing Workbook

Now

Decide what you want and what you are looking for in an apartment. Determine your budget, and whether you need a roommate. If so, look for one (tips on page 26). Start talking to potential roommates and discuss what both of you are expecting in an apartment. Do some basic research on Boston and try to pinpoint a neighborhood in which to focus your search.

2-3 Months Before Moving

Start looking for apartment listings through a combination of resources: the OHR listings, online tools like Craig's List, other school sites, or word of mouth. Try to put together a list of between 10 and 12 listings that sound like they will fit your needs.

3 1-2 Months Before Moving

You should be viewing apartments and narrowing down your choices (see page 68 for more help evaluating apartments).

Call to reserve moving van/truck and make arrangements for moving help (friends, relatives, or paid movers). Start packing things like linens, off-season clothes, and other nonessential items. Sign a lease, if possible.

Three Weeks Before Moving

Notify the post office of address change. Notify publishers and creditors of change of address. Make sure you've signed a lease at this point.

Two Weeks Before Moving

If you are going to be paying for utilities, call to have utilities turned on during your moving day. If you are currently paying utilities, also use this time to have those utilities scheduled to be

turned off.

Moving Day

Move in!

Before unpacking, sweep the floors, dust, wipe out drawers, etc. Make sure your apartment is still in the condition it was in when you first saw it. If you have put down a security deposit, make sure to examine the apartment and document any damage.

6 One Week Before Moving

Pack a survival kit of all the things you will need on moving day:

- Keys and directions to your new home
- Payment (for movers)
- Basic tools-hammer, screwdriver, nails, masking tape, tape measure, flashlight, light bulbs, trashbags. bathroom needs
- A towel, soap, and toilet paper
- Kitchen needs-paper towels, sponges, cleanser, water and a snack, paper plates, cups, and plastic utensils.
- Other items: eyeglasses, prescription drugs, address book, check book, telephone, clock, a change of clothes.

Finish packing and make sure all boxes are appropriately labeled so you'll know where they belong in your new home.

One Day Before Moving

Make sure you have the keys to your new home or have made arrangements to pick them up on moving day. Walk through your current residence one more time to account for everything. Pick up rental truck or call your moving company to confirm your move.

After Moving In

Make sure your landlord signs your apartment condition form if you found any damage. Request an inspection from the ISD, if you feel like there might be issues that violate the sanitary code. If you intend to make your new home a permanent residence, contact your local city hall and find out about registering to vote.

BOSTON ONLINE

Arts Boston

www.artsboston.org

Arts Boston provides information about artistic events in the Boston area, and opportunities to purchase reduced-price tickets to over 150 venues. Students can buy tickets online or at the ticket kiosks in Haymarket and Copley Square.

Audissey Guides

www.audisseyguides.com

A unique take on learning about a new place, Audissey Guides combine a recorded tour of some of Boston's most famous neighborhoods with a walking map to point out the most famous and interesting sites. The offerings for Boston continue to expand, and now cover a number of locations from Downtown to the Fort Point Channel in South Boston.

Bostonist

www.bostonist.com

Bostonist is a general Boston-lifestyle blog that features news, commentary, listings for events, and photographs from around the city. It functions in many ways like a less centralized version of the *Weekly Dig* or *The Phoenix*.

City Squares

www.citysquares.com

City Squares is a website organized around Boston's major neighborhoods and communities, and can definitely help students find the closest Laundromat, grocery store, or convenience store to where they live.

Exploit Boston

www.exploitboston.com

An online Boston event calendar, Exploit Boston has great listings for arts and entertainment. The site also maintains a 24-hour radio station featuring local Massachusetts bands (live365.com). They host board game nights in a variety of locations across the city as well, on Tuesday nights.

GetSugar

www.getsugar.com

GetSugar is a bargain-hunting website that promotes coupons and sales throughout Boston. GetSugar provides a great resource for clothes, food, and eating out and experiencing the city without breaking the bank.

Going

www.going.com

One of the premier event social networking websites in Boston, Going can help students find cool things happening in their neighborhoods, or connect up with other groups of people who are fans of shared hobbies or interests.

Hidden Boston

www.hiddenboston.com

Find all of Boston's great, non-mainstream restaurants at this foodie blog. With regular updates about both long-term hidden gems and newly opening ones, Hidden Boston provides the information to get students into the city for good eats that not many other people know about.

One in 3 Boston

www.onein3boston.org,

www.onein3boston.wordpress.com

ONEin3 Boston is an initiative of the City of Boston to tap the energy and excitement of the Boston population between the ages of 18 to 35, which makes up about 33% of the city. ONEin3 holds regular networking events in various neighborhoods, and the blog works in combination with other sites like Yelp to recommend fun social events and deals throughout the city.

Povo

Boston.povo.com

Another site to find good relocation information and guides about the various neighborhoods in the city. Povo resembles a more local version of Wikipedia and has a great set of tools for students who are looking to understand the different neighborhoods of the city better.

Universal Hub

www.universalhub.com

Similar to Bostonist, Universal Hub is a general Boston news/lifestyle/commentary site that provides basic information about the city, witty observations, and fun ideas. It also tracks the crime in the city using Google maps, which can help new students trying to decide where to live.

Wicked Local

www.wickedlocal.com

Wicked Local is the web host for a huge number of community newspapers, media, and community bulletin boards inside of the Boston area's I-495 beltway. Wicked Local is a great tool for students who want focused news for their chosen neighborhood.

Yelp

www.yelp.com

Yelp is a review website authored by Bostonians who share their favorite watering holes, businesses, and fun places across the city. Yelp can also be a great tool for finding real estate agencies, property management firms, and landlords that other Bostonians have used in the past.

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USEFUL FORMS

GREATER BOSTON REAL ESTATE BOARD

www.gbreb.com

11 Beacon Street, 1st Floor Boston, MA 02108 617-423-8700

The Greater Boston Real Estate Board (GBREB) creates many of the real estate forms used in Boston. The Rental Housing Association, an organization of property managers and operators, works in conjunction with the GBREB.

Forms available through GBREB:

Rental Application

www.formsforrealestate.com/pdf_files/RENTAL_APPLICATION_SAMPLE.PDF

Realtor Fee Disclosure

www.formsforrealestate.com/pdf_files/RENTAL_BROKERAGE_FEE_DISCLOSURE.PDF

Apartment Condition Statement

www.formsforrealestate.com/pdf_files/APARTMENT_CONDITION_STATEMENT_SAMPLE.PDF

Standard Fixed-Term Lease

www.formsforrealestate.com/pdf_files/LEASE_FIXED_TERM_SAMPLE.PDF

Tenancy-at-Will Lease

www.formsforrealestate.com/pdf_files/TENANCY_AT_WILL_SAMPLE.PDF

Rent Received Receipt

www.formsforrealestate.com/pdf_files/RENT_RECEIPT_SAMPLE.PDF

MASSLEGALHELP.Org

www.masslegalhelp.org

MassLegalHelp is a tenant-friendly organization that is part of a state-wide civic legal assistance programs. Aside from a wealth of general information on housing rights and landlord-tenant mediation suggestions, the website also has good samples of letters and forms that tenants may need to send to landlords at some point during tenancy.

Forms available through MassLegalHelp.org:

Repair Request

www.masslegalhelp.org/uploads/CD/Aw/CDAwrNebga7EoSdRJRuI9A/Form-9.repair-Letter-7-1-03.pdf

Repair Demand Letter

www.masslegalhelp.org/uploads/3F/u3/3Fu36uLmsywn3emGQJuvfA/Form-10.Repair-Demand-Ltr-7-1-03.pdf

Letter to Request Housing Inspection

www.masslegalhelp.org/uploads/AJ/Nx/AJNxrIS_PlhbbyVOPNdgtw/Form-11.Inspection-Ltr-7-1-03.pdf

Rent Withholding Letter

www.masslegalhelp.org/uploads/al/D8/alD8LgttncHKWNtuWCx3-w/Form-12.Rent-W-holdg-Ltr-7-1-03.pdf

SANITARY CODE BASICS

partments in Massachusetts must meet the minimum requirements of the state sanitary code in order to be habitable. While this is not the full list of the code (which is very long), it is the most common and well-known requirements for apartment conditions. If you feel that your apartment is not up to code, or an apartment you are considering is not us to code, ask the ISD for an inspection.

KITCHENS

- Ample space for food preparation and storage. Surfaces must be smooth, non-porous and easily cleanable.
- A sink and a stove/oven. Refrigerators are not required but you must provide the facilities (outlet and space) for a refrigerator. If optional equipment (i.e. dishwasher, microwave) is provided, the property owner is responsible for maintaining it in good working order.
- An electrical light fixture and two electrical outlets.
- For kitchens over 70-sq. ft., natural lighting (windows) must be provided to a size equal to 8% of the entire floor area.
- At least 4% of the floor area must be represented in openable window area for adequate ventilation.

BATHROOM

- Toilet with seat, bathtub or shower and a washbasin in a room not used for living, cooking, eating or sleeping purposes. If the washbasin cannot be installed in the room, it may be hung adjacent to the bathroom. The kitchen sink does not fulfill this requirement.
- One electric light fixture.
- Floor must be smooth, non-absorbent, non-corrosive and easily cleanable.
- Walls must be smooth, non-corrosive, easily cleanable and watertight to a height of 48 inches from the floor and 6 ft. in a shower stall or built in bathtub with installed showerheads.
- A door capable of being closed for privacy.
- Either a window openable to 4% of the floor area or a mechanical ventilation system that provides 5 air changes/hour. Mechanical ventilation systems must have an easily accessible shut-off switch or volume control.
- Fixtures properly connected to water distribution and sanitary sewerage systems. Water must be provided at sufficient pressure and temperature. Hot water must be provided at a temperature range of 110-130 degrees Fahrenheit.
- Bathroom must be accessible from within the building and not require passing through another unit.

HABITABLE ROOMS

- Every dwelling unit must provide 150-sq. ft. of total habitable space for the first occupant and 100-sq. ft. for each additional occupant. Total habitable space is the sum of the floor area of the kitchen, living room, dining area and all bedrooms. If the floor to ceiling height is less than 5ft, that floor area less than 5 ft. is not included in the total habitable space.
- Either one electrical fixture and a wall outlet or two separate wall-type electrical outlets practically located at least ten feet apart.
- Natural lighting (windows) equal to 8% of the entire floor area. In addition, 4% of the floor area must be represented in openable window space.
- Screens are required on all windows intended for occupants use. Screening season is April 1 through October 30th. Screens are only required on windows on the fourth floor and down.
- The owner shall provide heat (unless tenant is required) at a minimum temperature of 68 degrees Fahrenheit from 7AM to 11PM. From 11PM to 7 AM, temperature in unit may not drop below 64 degrees Fahrenheit. Heating season starts September 15 and runs through June 15.
- Working smoke detectors in accordance with the State Board of Fire Prevention.

GENERAL

- Every dwelling and dwelling unit must be secured against unlawful entry. Every window opening to the exterior must be secured against unlawful entry. Locking devices shall be designed and installed to avoid entrapment within the building.
- The tenant is responsible for paying utilities bills (gas, electric or oil) only if there is a written letting agreement stating so and if the utility used only services the occupants unit. In the case of a dwelling with three units or less, common area lights (outside the dwelling unit door, illumination in the basement or entry porch) may be on tenants meter when all tenants are notified and control for the fixture is within the paying tenants unit.
- A property owner may not shut-off or remove any service, utility, facility or equipment required under the Code except for temporary periods necessary for repairs or alterations.
- All structural elements (floors, walls, ceilings, windows, doors, porches, stairs etc.) are properly installed, in goodrepair, fit for use intended, weather-tight.
- The owner is responsible for the proper installation and maintenance of all required and optional plumbing, gasfitting, heating and electrical facilities and equipment including, but not limited to, all sinks, pipes, wiring, toilets, furnaces, light fixtures, drains, vents, stoves, clothes

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washers and dryers etc.

- Every dwelling unit must provide as many means of egress to allow for the safe passage of all occupants in accordance with the State Building Code. No one shall obstruct a means of egress.
- The owner is responsible for the extermination of pests in buildings containing two or more units. Extermination includes sealing all means of entry, eliminating any harborage areas and food sources and cleaning and disinfecting all effected areas.
- All doors that open directly to the exterior from within a dwelling unit must be equipped with tight fitting, selfclosing screen doors, unless the screen slides side to side.
- The occupant of any dwelling unit is responsible for maintaining their unit in a clean and sanitary manner.

COMMON AREAS

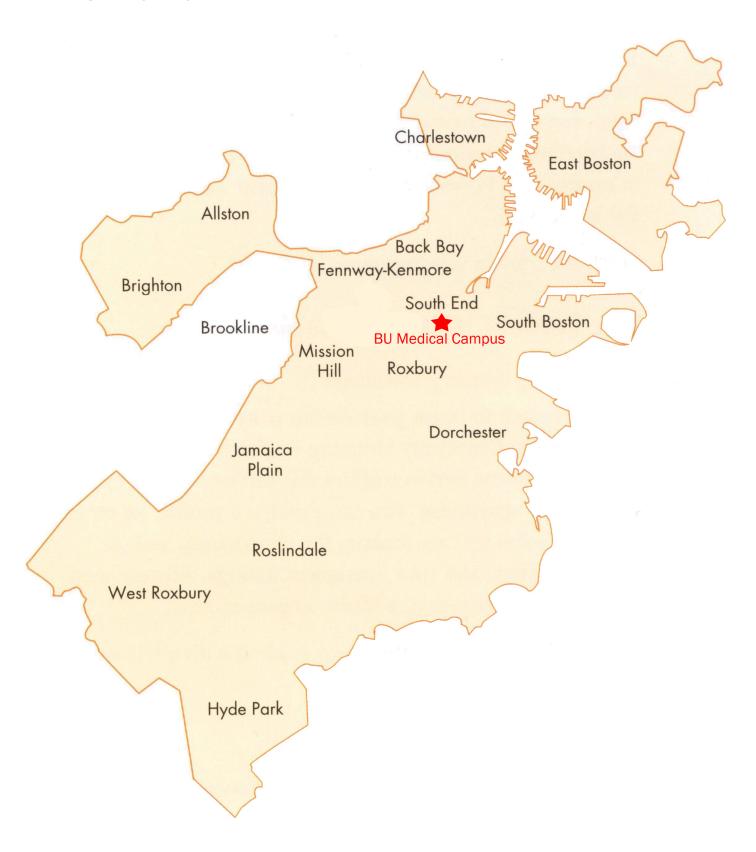
- Every dwelling is required to affix a number corresponding to the address of the building on the structure and large enough to be visible from the street.
- The property owner is responsible for maintaining the egress in a safe condition (i.e. free of rust or corrosion, removal of snow and ice). If the egress services only one unit and there is a written letting agreement, the tenant of that unit maybe held responsible for the removal of ice and snow on the egress.
- Main entry doors servicing more than four units must be self-closing and locking with an electronically operated striker mechanism and associated equipment.
- Property owner provides working light bulbs for all required fixtures in common areas.
- If an owner does not live on the premises a sign must be posted on or inside the dwelling, adjacent to the mailboxes, stating the owner's name, address and telephone number.
- Working smoke detectors in accordance with the State Board of Fire Prevention.
- A safe handrail must be provided for every stairway used by occupants. Every porch, balcony, landing, mezzanine or similar structure, that is more than 30 inches from the ground, must be enclosed by a wall or guardrail that is at least 36 inches in height.
- Garbage and rubbish must be stored in receptacles with tight fitting lids constructed of durable material and lined with plastic bags. In the case of a building containing three or more units, the owner is responsible for providing these barrels and putting them at the curb for collection. Any other dwelling (single-family or two-family) the occupants are responsible for providing and placing barrels at the curb for collection.
- The owner of any parcel of land is responsible for maintaining that land in a clean and sanitary manner. A property owner is responsible for maintaining the common areas in a clean and sanitary manner.

Photography Credits	
Cover	Peter Vanderwarker
4	Daderot Acom Street
5	BUMC Educational Media Twilight Talbot Building
6	FCB Boston Twilight Panorama
8	BUMC Educational Media BMC
10	Rachel Ford James Redline Arriving at Kendall Station
12	Adrimcm Boston Green Line
15	Frenchs Villa Reverse Into Space
16	John Giovanni St. Patrick's Day Parade
17	Traffic Danm Transit Police
18	Mortadello Downtown Boston
20	Stillframe 1813 Brownstone
21	Kati Cabogar Cross Street from I Street
22	Plutor Brownstones Ron's Log Brookline Village Eric Nixon
	Brookline Greenery
23	Wally G John Hancock Tower
24	Pxl Pusher Boston Skyline at Dusk Wally G Boylston Street Fabio
	Miola Boston at Sunset Slack 12 Boston Sunrise Pear Biter People
	Living Underground Eric Nixon Boston Brownstone Addyladybug
	Gentrification
28	Marlborough Street
29	Shutter Script Polished Glory
30 31	Lauralee Dubois South End Proventones 1 South End Proventones 2
31	Lauralee Dubois South End Brownstones 1 South End Brownstones 2 BUMC Educational Media Talbot Building
32	Paul Keheler Citgo2
33	Daviddesign Fenway Park Lady-Bug Water Under the Bridge
34	Just Watch the Sky After the Rain Paul Keheler Windows World
35	Rutabegabunny Film Set
36	Fabio Miola Boston at Sunset
37	C Kirkman Back Bay Rowhouse Oefe Back Bay
38	Premshee Pillai Dorchester Park
40	Addyladybug Gentrification
41	Don Ayer JP Lantern Parade
42	Zoe Zelka Southie Front
43	Joe Dunckley House in South Boston Animal Vegetable Southie
44	Daderot Acom Street
45	Herzogbr Bunker Hill Monument
46	Koalie Chinatown Gate
47	JS Pad Eastie Sunrise
48	Thomas Roessler Blue Hills Reservation
51	Robert C The North End
52	Koalie Good Morning Boston
54	Eric Kilby Kendall Sq Inbound
55 60	Brady Wahl <i>Tri-color Triple Deckers</i> BUMC Educational Media <i>Untitled</i>
62	BUMC Educational Media Harrison Court
63	Unodavide 100 6864
64	Werner Kuntz Copley Plaza
69	Allston
70	Werner Kuntz Boston Back Bay from a Roof Deck
73	Satan's Laundromat Sunshine
74	Tim Sackton Beacon Street in Somerville
80	Daderot Acorn Street
81	SignalPAD Storrow Drive is Closed
82	Wally G Boston Latin School
83	Steve Woodrow Latin School Spire
87	Kingdafy Mattapan68

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MAP OF BOSTON





72 East Concord Street, A307 Boston, MA 02118 www.bumc.bu.edu/ohr



