

The Courtyard Condominium Trust
C/O Brigs, LLC
185 Dudley St.
Boston, MA 02119

Unit Owner
Courtyard Condominium
360 Littleton Road
Chelmsford, MA 01824

RE: CHANGE OF OCCUPANCY/MOVE POLICY

Dear Unit Owner,

This Change of Occupancy/Move Policy has been written and will be effective as of March 1, 2024.

We have attached a form for use by unit owners to assist them in complying with the rules and regulations. The form will also assist management in monitoring all move-in and move-out activity at the buildings. Please complete the form and return to Management at least 1 week in advance of the move-in or move-out.

Move-In and Move-Out Procedures:

1. A fee of Two Hundred Dollars (\$200.00) shall be assessed whenever the occupants move in or out of a Unit.
2. Unit Owners selling their Unit shall be assessed the fee upon request of a 6d certificate. New owners shall be assessed the fee upon moving into the Unit. Unit Owners leasing or renting their Units shall be assessed separate fees whenever their tenants move into a Unit and whenever their tenant moves out of a Unit.

The fee applies to any unit owner who allows others to occupy the unit regardless of whether a fee, rent or other charge is paid to said unit owner.

3. Owners must complete and submit a Condominium Information Sheet (see attached) at least 1 week in advance of the Move-In/Move-out date.
4. If a moving company is being used, the moving company must provide the management company with a copy of its certificate of insurance no later than two days prior to the move.
5. If Management does not receive proper notification the Board of Trustees reserves the right to cancel the move.
6. Moves are restricted to the hours between 8:00 a.m. and 8:00 p.m. daily.

7. At no time can moving trucks or pods be left on property unattended nor overnight without prior written permission from the management company.
8. Common area doors shall not be propped open.
9. The cost to repair any damage to the common areas resulting from moving in or out shall be assessed to the Unit Owner.
10. For move-ins by tenants, please be reminded of the following Rules regarding the leasing of units in the Master Deed Section 9(g): "All leases or rental agreements for Units shall be in writing, and of a minimum duration of six months..."
11. Without limitation, unit owners are responsible for ensuring that their tenant/occupants remove all debris and belongings from all common areas. Unit owners will also instruct their tenant/occupants that they may not utilize dumpsters except for ordinary household trash. Furniture, mattresses, appliances, and the like shall not be left behind or thrown in the dumpster. Any costs associated with improper disposal of materials will be charged to the unit owner.
12. If the unit owner fails to pay the fee or any damages, the fee will be collected as a lien pursuant to the Massachusetts General Laws, Chapter 183A.
13. Nothing in this policy or otherwise shall limit the Trusts ability to seek reimbursement from anyone for any loss caused by any party during the move-out process or otherwise. Furthermore, nothing in this policy shall be construed as a waiver of the Trusts right and/ or remedies. The Trust expressly reserved the right to fine Unit Owners for any violation of this policy.
14. After the move has been completed and following an inspection of the common areas, Unit Owners can request a 50% refund of the change fee. There must be no damages or bulk items are found by dumpsters and the Unit Owner must make this request in writing to management. Refunds will be applied to the Unit Owner account within 14 days of request. Refunds to those who have sold their unit will be mailed within 30 days.