

**Emerson Arms Apartments**  
108-118 West Emerson  
Melrose, MA 02176  
(Office) 781-438-1100  
**Rules & Regulations**

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Dear Resident(s),

Welcome to Emerson Arms Apartments. Please read and sign the Rules & Regulations listed below. If you have any questions or concerns, please do not hesitate to contact the management office at 781-438-1100.

1. When moving in or out, please do not prop open the exit doors or fire safety doors. This is a local and state law.
2. Please respect your neighbors - **quiet hours are from 8:00 pm to 9:00 am.**
3. We ask that you refrain from moving after 8:00 pm and on Sunday.
4. Smoke sensors in the hallways will alarm if you open your door from your apartment and have burnt any food. If NOT an EMERGENCY, please try to open your windows instead.
5. If the Fire Alarms are sounded, please exit the building by using the closest stairwell.
6. Please dispose all trash bags outside in the trash dumpster located in the center of the parking lot. Boxes should be broken down and bags should be placed inside the dumpster. Please don't place bags alongside or on the grounds near the dumpster.
7. If you are going to smoke, please dispose of all cigarette butts in appropriate containers. Please do not throw cigarettes on the ground.
8. Loud noises carry throughout the building, especially during summer months when many tenants leave their windows open – please be respectful of your neighbors when outside.
9. Please be respectful of the washer/dryer rooms located in the basement of each building. Please do not leave your clothes in the machines for an extended period of time. Please be respectful of your neighbors.
10. Please do not store any items in the hallways (shoes, door mats, umbrellas etc.) as this is strictly prohibited by the fire department and items will be immediately discarded.
11. Please use only your (1) designated parking space. Double parking is strictly prohibited. Please inform all guests to use street parking. We have only enough parking spaces to accommodate our residents. Parking in fire lanes or non-parking spaces will result in your vehicle being towed at vehicle owner's expense.
12. Per our occupancy standards, there can be no more than five people per two bedroom unit.

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Resident Signature

Date

Resident Signature

Date

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Managers Signature

Date