

DURKIN COTTAGE REALTY

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Narragansett, Rhode Island 02882
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www.downtheline.com

August 20, 2012

Dear Tenants:

Welcome to Narragansett and to Durkin Cottage Realty for the upcoming year. In order to make your transition easier, we have noted a few stipulations below. **A MORE DETAILED COPY OF THIS LETTER WAS SENT TO THE CONTACT PERSON IN YOUR GROUP, PLEASE CONTACT THAT PERSON TO CHECK IF YOU HAVE ANY OUTSTANDING BALANCES, FORMS ETC...** **IF YOU NEED TO CONTACT US, PLEASE DO SO BY EMAIL TO: office@durkincottages.com**, it is a very busy time of year here for us and e-mail's will be answered more efficiently. **BE SURE TO ALWAYS REFERENCE YOUR NAME AND THE PROPERTY ADDRESS THAT YOU WILL BE RESIDING AT.**

Arrival time is no earlier than 3pm on September 3rd, 2012. CLASSES START ON SEPTEMBER 5TH If you will be arriving after 6pm or later, please notify us.

No keys will be given to any one individual until **ALL** payments have been made. If all is complete with everyone in your group, all the house keys will be given to the 1st individual to arrive. **If your roommate owes money, you will not be given a key unless you have his or her money.** This also pertains to leases. All leases must be signed by ALL tenants and by parents where applicable and all Personal Guarantee(s) must be completed (if required) before keys are handed out. **AGAIN, PLEASE CONTACT THE DESIGNATED CONTACT PERSON IN YOUR GROUP.**

SECURITY, FUEL AND CLEANING DEPOSITS WILL BE RETURNED TO THE **CONTACT PERSON** AT THE END OF THE RENTAL TERM. HE/SHE WILL BE RESPONSIBLE TO DISTRIBUTE ACCORDINGLY. ANY LITIGATION INVOLVING THE RETURN OF SECURITY DEPOSITS WILL BE HANDLED DIRECTLY WITH THE OWNER **NOT AGENT.**

IT IS MANDATORY THAT ALL UTILITY COMPANIES ARE CALLED BEFORE AUGUST 25TH, PRIOR TO ARRIVAL ON SEPTEMBER 3rd. TO AVOID CANCELATION OF SERVICE.
KEEP IN MIND, IF SERVICES ARE DISCONNECTED YOU WILL BE RESPONSIBLE FOR ALL RECONNECTION FEE'S AND MAY BE OUT OF THAT SERVICE FOR AN EXTENDED AMOUNT OF TIME.

FOR ELECTRIC: ALL tenants MUST call National Grid and set up the account. You will be transferring service from the owner to yourself. The owner will also call in giving permission for you to take over the account. This must be done BEFORE September 3rd or **electricity will be terminated!!!** ALL TENANTS MUST CONTACT NATIONAL GRID REGARDLESS OF HEATING UNLESS UTILITIES ARE INCLUDED. Their number is (800) 322-3223 (press "0"). They are open 24 hours a day Monday – Friday and the best time to call is prior to 9am and after 6pm. **PLEASE NOTE; if your house has Natural Gas, you must also contact National Grid at 401-831-8800, do not assume if one account is set up that the other will be, these are two different services.**

FUEL: Please contact the appropriate Oil or Gas Company (**information regarding the property can be view on our web page under Winter Rentals**) for service and to set up an automatic delivery account – you may want to ask about a budget plan. **IF THIS IS NOT DONE BY 9/15/09 YOU WILL RECEIVE A NOTICE OF NON-COMPLIANCE, WHICH WILL BE ACCOMPANIED BY A FINE** (refer to your Rental Contract), and you may experience loss of hot water and heat. We will not be able to assist you with that; you will have to wait for the next service appointment with that company. NOTE; If you have Oil or Propane Gas your fuel tank should be full on arrival, please check, if not you need to notify our office immediately. Your tank must be left full on departure at the end of the year in order to receive your full fuel deposit back.

IT IS MANDATORY to buy oil or gas from the specified Company on your house description sheet throughout the year. The Owner of your home has purchased a service contract with that particular company. When service is necessary, the company will not work on equipment if the gas or oil is not being purchased through them. If you decide to do differently, you are in violation of your lease agreement and any damages that occur will be your responsibility.

GARBAGE: Each house has a designated location for garbage, please keep these areas clean and orderly at all times. If garbage areas are not maintained and Owner/Agent have to clean, there will be a charge billed to you.

CABLE T.V./ INTERNET: We have already given the name and phone # of the contact person to Cox Cable Company, so they should have already been contacted or they will be soon. YOU MAY NOT USE A DIFFERENT COMPANY FOR CABLE, PHONE OR INTERNET SERVICES WITHOUT WRITTEN CONSENT FROM THE OWNER! COX CABLE is the company we use, if no one has been contacted, you may contact them directly at 1-888-487-6392. They will be able to assist you with the all set-ups. The sooner the better (high demand).

SEMESTER PAYMENTS: Semester Payments are posted on 1st page of your Rental Agreement. They need to be paid in person or by mail, 1st Semester is due no later than **October 1st and 2nd Semester due no later than December 15th.** THE HOUSE ADDRESS THAT YOU ARE RENTING MUST APPEAR IN THE MEMO OF THE CHECK/PAYMENT. If rental payments are not in by the due date there will be a 10% late charge assessed on that full payment (NO EXCEPTIONS OR EXCUSES MADE). Please refer to your lease agreement for additional charges on late rent, bounced checks etc... When paying by semester each person can pay THEIR PORTION with 1 check or cash on any installment, but no combinations of cash and check will be accepted. EXPLANATION OF SEMESTER PAYMENT (Once your initial monies have been paid towards your 1st, last, security, fuel and garbage/cleaning etc... you will have 7 months left to pay). Each semester is broken down into 2, 3 ½ month semesters. On the top portion of your Rental Agreement you will find the semester payment amounts and due dates.

FINANCIAL AID/STUDENT LOANS: THIS INFORMATION WAS PROVIDED TO YOU WHEN YOU WERE APPROVED AT THE BOTTOM OF YOUR RENTAL AGREEMENT: If you rely on financial aid or student loans to pay your semester payments, you must supply us with proof that you have applied for the loan/aid 45 days prior to that payment being due in order for us to grant you more time without penalty. WE WILL NOT ACCEPT PROOF PAST EITHER OF THE DATES THEY ARE DUE AND FEE'S WILL APPLY. REGARDLESS OF FINANCIAL AID OR NOT, IF RENT IS NOT RECEIVED WITHIN 45 DAYSS OF THE DUE DATE, YOU WILL BE RESPONSIBLE FOR ALL LATE FEES.

INSPECTIONS: WE RESERVE THE RIGHT TO INSPECT YOUR RESIDENCE FOR CONDITION, CHECK HEATING, CHECK FOR CANDLES OR OTHER BURNING DEVICES, ANIMALS AND OR ANYTHING ELSE THAT IS PROHIBITED IN YOUR RENTAL AGREEMENT... DURING THE FOLLOWING TIMES: October 8th- 11th , November 22nd -November 25th, December 22nd -January 22nd and March 11th-17th . **THIS IS YOUR NOTICE!**

PRE-EXISTING DAMAGE LISTS: We ask that a damage list be submitted to us within a few days of occupancy so that you will not be held responsible for pre-existing damages. You will be given one upon check in. We will not accept damage lists after 7 days of occupancy.

TOWN ORDINANCES: Due to on going problems with winter rentals, the Town has added a lot of new ordinances to keep our Town a more peaceful and safer place to live. Neither the Town of Narragansett nor Durkin Cottage Realty will tolerate large parties, disturbing the peace, parking issues, disruptive behavior or any other nuisance etc... If the Owner is fined due to your misconduct, you will be responsible to reimburse the Owner immediately, as well as any other non-compliance fee's etc... to the Landlord. Failure to comply with both the Town ordinances and your Lease obligations will put you in non-compliance and you and your roommates will be subject to eviction. Please exercise good judgment; there will be no second chances.

ARRIVAL AND TENANCY: Please take note of any outdoor furniture that may have been left out from the summer, this will need to be put away for the winter months, if left outside in the elements it could be damaged and you will be responsible. If you require help please contact us. Again, make sure to check levels in fuel tanks. Please be conscious on storm doors, because we are near the ocean we experience a lot of high winds, if doors are not shut securely they will be damaged and you will be responsible for repair or replacement. Always make sure garbage is stored in bags in the garbage containers securely; do not store trash of any kind on decks, in house etc... If you plan on having the newspaper delivered over your tenancy, please do not let them pile up outside in road, driveway etc... if so, we will dispose of them for you for a fee.

Although you are going to college, not everyone around you is. We want to see you have a safe, happy and healthy school year, so please be courteous to, and aware of your surrounding neighbors. Please start your year off on a good note, unfortunately last year there were many incidents in the town within the first couple of days of school being in session, those people were used as examples, we urge you not to put yourselves in this situation. Have fun, but use common sense and good judgment.

ON OUR WEB PAGE YOU MAY PULL UP THE HOUSE DESCRIPTION SHEET FOR YOUR HOUSE, GO TO www.durkincottages.com, CLICK ON WINTER RENTALS, AT THE VERY BOTTOM OF THE PAGE YOU WILL SEE "select a property to view" IT WILL PULL A COMPLETE LIST ALL PROPERTIES BY BEDROOM AND IN NUMERICAL ORDER, SCROLL DOWN UNTIL YOU SEE YOUR ADDRESS, YOUR FUEL COMPANY AND PHONE # WILL ALSO BE LISTED THERE; use this to determine what you will need to bring with you. This list is supplied as a guide, not a guarantee. If you have further questions, please feel free to contact our office, best contact is via email office@durkincottages.com, please reference your name and property address.

Thank you and we look forward to seeing you all in the fall,

Durkin Cottage Realty

Utility Companies		08/16/12
<u>Company</u>	<u>Location</u>	<u>Telephone Number</u>
AmeriGas	2031 Kingstown Rd. Peace Dale, RI 02883	401-783-3357
Arrow Gas	40 Geona Drive PO Box 1005 North Kingstown, RI 02852	401-294-9547 \ 1-800-754-1132
Buckley Heating & Cooling	1632 Kingstown Rd Peace Dale RI 02879	401-789-9711 \ 401-789-3096
Allied Waste	1080 Airport Rd Fall River, Ma 02720	1-800-499-9056
Cox Digital Cable Cox High Speed Internet Cox Digital Telephone	Cox Digital Store 35 South County Commons Way Unit D1 South Kingstown, RI 02879 Store Hours M-F 9AM-8PM Saturday 9AM-5PM Sunday 11AM-6PM	For Order Inquiries: 1-888-487-6392 option 7 For Billing and Technical Support (RI): 401-383-2000 or 800-234-3993 Customer Care Representatives are Available: Monday-Saturday 8AM-9PM Sunday 8AM-6PM Click here to order Cox Services
Ferrell Gas	896 Fish Rd Tiverton, RI 02878	1-800-962-6270 \ fax 624-2686
Narragansett Rubbish	11 Walts Way Narragansett, RI 02882	401-783-3177 \ fax 789-0144
National Grid Company (for Electric Service)	280 Melrose St Providence RI 02907 fax : 1-866-236-1757	1-800-322-3223 press "O" for customer service www.nationalgrid.com
National Grid Company (for Natural Gas Service)	Same	1-800-870-1664
New England Water Heater		1-800-445-5523
Petro Oil	P. O. Box 6027 Providence, RI 02904	401-884-4700 or 401-789-3084 or 1-800-559-4328
Pier Fuel	14 Celestial Dr. Narragansett, RI 02882	401-789-9490
Smithco Oil Service	491 Main St. Wakefield, RI 02879	401-789-2520
Suburban Propane	P. O. Box 1433 Coventry, RI 02816	401-397-3311 1-800-637-0602(RI only)
Verizon	481 Kingstown Rd Wakefield RI 02879	1-800-837-4966