

# DURKIN COTTAGE REALTY

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[www.durkincottages.com](http://www.durkincottages.com)

08/17/12

Dear Owners:

We wanted to bring your attention to a few reminders that will make the transition from summer to winter a bit easier.

The **majority** of winter rentals will be moving in at 3 p.m. or later on Labor Day, September 3<sup>rd</sup>. **Please let us know immediately if the tenants can move in before Labor Day or move in before 3 p.m. on Labor Day.** (Classes start on September 5<sup>th</sup> this year.) **If your house is already rented we've enclosed a copy of the Rental Agreement, otherwise copies will be mailed to you as they are approved/completed (you do not need to sign it, it is for your records only).** **If your house is not rented at this time please keep all utilities in your name until further notice.**

Regarding electric, please call National Grid Company at (800) 322-3223 (press "0" they are open 24 hrs. a day M-F, the best time to call is before 9am and after 7pm). This should be done immediately. Make sure that you have the electric shut off by September 6<sup>th</sup> if the Tenant's have not done the transfer, **otherwise the bill will remain in your name**. Explain to them that you may have tenants coming in prior to transfer.

If you have a phone connected at the present time, please be sure to call Verizon or Cox immediately at (800) 837-4966 (for Verizon) or (800) 383-2000 (for Cox) and tell them you want the number disconnected by September 3<sup>rd</sup>, as the tenants most likely will not to put the service into their name. **PLEASE KEEP IN MIND THAT MOST STUDENTS WILL NOT TAKE OVER YOUR PHONE SERVICE, THEY WILL EITHER JUST USE THEIR CELL PHONES OR CHOOSE A DIFFERENT SERVICE, IF YOU DO NOT SET UP TO DISCONNECT ON THE 3<sup>rd</sup> AND THEY DO NOT CALL IN, THE SERVICE WILL REMAIN IN YOUR NAME AND YOU WILL CONTINUE TO BILL BILLED, THE TENANTS WILL NOT BE RESPONSIBLE TO PAY THAT BILL. WE DO NOT REQUIRE TENANTS TO HAVE LANDLINES.**

Cable, unless supplied with the rental, should be disconnected by the time tenants take occupancy. The Tenants will be unable to set up service until you have disconnected. **If you had a cable box at your house this summer you need to return it to the cable company (located in the South County Commons) or they will charge you \$250.00 per box (that box and serial # is in your name and they will not transfer), the new tenants can make their own arrangements.**

Fuel tanks should be topped off by the 6<sup>th</sup> of September and companies must be notified that the account will be transferred to the winter tenants (this is what the fuel deposit is for). This is important. **Tell your fuel company to no longer deliver fuel under your name unless fuel is included in rent.**

All winter checks will be mailed to you by September 15<sup>th</sup>. Please note; Cleaning deposits have been collected on most rentals, these should be given back with the security/fuel deposits at the end of the term, granted the house is left clean.

**We have notified the tenants that we reserve the right to inspect the residence for condition, check heating, etc during the following times: Oct 8-11, Nov 22-Nov 25, Dec 22-Jan 22 and March 11-17<sup>th</sup>.**

SECURITY, FUEL AND CLEANING DEPOSITS SHOULD BE RETURNED TO THE **CONTACT PERSON** AT THE END OF THE RENTAL TERM (within 20 days, by law). WE WILL FORWARD THAT INFORMATION TO YOU TOWARDS THE END OF THE TERM. HE/SHE WILL BE RESPONSIBLE TO DISTRIBUTE THE DEPOSITS ACCORDINGLY. THIS WILL MAKE THINGS EASIER.

**END OF SUMMER** - Please make sure prior to October 1<sup>st</sup> to put away and or protect any outdoor furniture, umbrella's, grills or anything that does not stay out for the winter months to avoid damage from the weather and that your outside water has been drained and turned off. **(Over the years people have expected this to be done by Durkin – We can no longer provide this service unless requested by email)**

Please feel free to contact us with any questions or concerns.

Thank you,

*Durkin Cottage Realty*

Utility Companies		
Company	Location	Telephone Number
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	<b>Cox Digital Store</b> 35 South County Commons Way Unit D1 South Kingstown, RI 02879 <b>Store Hours</b> M-F 9AM-8PM Saturday 9AM-5PM Sunday 11AM-6PM	For Order Inquiries: <b>1-888-487-6392</b> option 7 For Billing and Technical Support (RI): <b>401-383-2000</b> or <b>800-234-3993</b> Customer Care Representatives are Available: Monday-Saturday 8AM-9PM Sunday 8AM-6PM <a href="#">Click here to order Cox Services</a>
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	<b>1-800-322-3223</b> press "O" for customer service <a href="http://www.nationalgrid.com">www.nationalgrid.com</a>
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