

**Melrose Terrace**  
12 Melrose Terrace  
Wakefield, MA 01880  
(Office) 781-438-1100  
**Rules & Regulations**

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Dear Resident(s),

Welcome to Melrose Terrace 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 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 room located in the basement of the 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. Per our occupancy standards, there can be no more than 1 person per Studio unit and 3 people per One Bedroom unit.

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Resident Signature

Date

Resident Signature

Date

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Managers Signature

Date