

James J. Cotter, III
Attorney at Law
Post Office Box 270
No. Quincy, MA 02171
Telephone: (617) 899-0549 • Facsimile: (617) 984-5858
email: *jjcotter3rd@verizon.net*

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TO ALL TENANTS AT [ADDRESS], MA

I am the receiver appointed by the City of Boston Division of the Housing Court Department in the action of Inspectional Services Department of the City of Boston v. Balloon, No. XX CV 000XXX. I was appointed to correct violations of the state sanitary and building codes.

I will arrange for inspectors from the City of Boston to inspect your apartment. I will let you know the time and date. You must make your apartment accessible for the inspection, even if you have to have someone other than you to open the apartment.

Your landlord is not permitted to collect rent from you. If he attempts to do so, have him call me. I have sent him a copy of this letter.

Starting with the next rent payment date, please forward your rent, in check or money order, to me at the above address. I use the rent funds to pay for repairs to the building. If you do not pay rent, I will commence an action in the Housing Court to evict you.

In addition to other obligations, it is your obligation to;

maintain your apartment and common areas in a clean condition;

refrain from throwing garbage or trash or anything off of the porches or out the windows;

keep the main door closed and locked-I'll have new keys made;

provide me with a copy of the key to your apartment for use in emergencies;

prevent any activity that results in the police arriving, including illegal activities-the BPD and BFD are on notice to send me incident reports for this address

prohibit anyone from occupying your apartment other than you and your family-please send me a list of family members who occupy the apartment; and

not engage in any activity that results in excessive noise or disturbances.

If any of the foregoing obligations are violated or if there is other activity that is illegal or interferes with the occupancy of the building by other tenants, an action in the Housing Court will be commenced to evict you.

[NAME], my contractor, will be in and around the building to make repairs. Please give him access to your apartment. He will need immediate access to check and repair smoke detectors.

Please contact me if you have any questions.

Very truly yours,

James J. Cotter, III