

Right-to-Return: Ensuring a Seamless Transition for Our Valued Residents

Barnaby & 7th Apartments: Our Commitment to You

At Barnaby & 7th Apartments, we recognize the importance of home and community. As we undertake new construction, our top priority remains the well-being and satisfaction of our returning residents. We are committed to ensuring that every relocated resident returns to a place they are proud to call home.

Key Priorities for Returning Residents

1. Priority Unit Selection:

- **Priority Choice:** Phase 1 residents will have priority in selecting the unit that best suits your needs, subject to the prior selection of units by other returning tenants who have higher priority than you have. This unit will be comparable in bedroom and bathroom size to your previous unit (studio + 1 bathroom, 1-bedroom + 1 bathroom, 2-bedroom + 2 bathrooms and so forth).
- **Flexible Options:** We offer a range of unit types and layouts to ensure that your new home meets your lifestyle requirements. Our leasing team will work closely with you to explore all available options.

2. White Glove Service:

- **Personalized Moving Assistance:** We understand that moving can be stressful. We are providing a full-service, personalized moving experience. Our relocation team will handle all the logistics, including packing, transportation, and unpacking, allowing you to transition back with ease.
- **VIP Support:** From the moment you decide on your new unit, you will be assigned a dedicated resident liaison who will be your point of contact for any questions or concerns. They will guide you through every step of the process, ensuring a smooth and stress-free return.

3. Quality Community Rebuilding:

Newly Constructed Units: All returning residents will move into units that have been meticulously constructed with modern amenities and high-quality finishes. Your new home will offer enhanced comfort, energy efficiency, and aesthetic appeal.

- **Exclusive Resident Events:** We are planning a series of exclusive events and activities for returning residents to reconnect with neighbors and celebrate the reopening of Barnaby & 7th Apartments. From welcome back receptions to community building workshops, we are here to help you feel at home.
- **Enhanced Amenities:** Our property will feature upgraded amenities designed to enhance your living experience, including a state-of-the-art fitness center, resident lounge, and outdoor recreational spaces.

Your Right-to-Return Process

1. **Notification:** You will receive a personalized notification with detailed information about the available units, along with instructions on how to schedule your unit selection appointment.
 - a. Tenants will be notified using certified mail with detailed information on how to schedule their appointment for unit selection.
 - i. Tenants will also receive an email and phone call as a follow-up to ensure they received their notice.
 - b. The notification letter will include:
 - i. Their group number and priority
 - ii. The timeline for selecting their units
 - iii. The options available (floor plans, layouts, etc.)
 - iv. Instructions on how to submit preferences (online form, phone call, or in-person appointment)
 - c. Tenants will also receive an email and phone call from the relocation team to ensure receipt of letter and understanding of the details and next steps.
 - d. Tenants will have 14 days to respond to the letter to confirm return to property and to schedule a visit for unit selection. After confirmation from management, you will have another 14 days to select your unit. *(see timeline details below)*
 - i. Contact dates are determined by tenant priority groups, based on length of tenancy at Belmont Crossing and elderly (62-years-old or older) or disabled status. *(see timeline details below)*
 - ii. Dates and deadlines will be clearly notated in your certified letter.
 - e. The certified mail notification will include details on waiving your right to return to the community if you voluntarily choose not to return.
2. **Unit Selection:** During your appointment, you will have the opportunity to tour the available units and select your preferred one. Our team will assist you in making the best choice based on your preferences.

- a. Your new unit must be comparable in size to your previous Belmont unit. For example, if you were relocated from a two-bedroom unit, your replacement unit will be two-bedrooms.
 - i. If you choose a larger unit, your rent payment may increase in accordance with the size and rate of the new unit. This ensures that any changes in unit size are reflected in the rental terms.
 - ii. If you must move to a larger unit due to your family size when you temporarily relocated, your rent will not increase.
 - b. Faria Management will divide returning residents into groups of 5 to 10, based on their priority level for unit selection. Each group will receive clear communication about their position in the selection process in their notification letter mentioned above.
 - c. Tenant 1 in each group will receive a personalized message explaining that they have first priority in their group and can select their unit immediately.
 - i. Tenant 1 confirms their unit choice by a specified deadline in letter. The management team will then update the available units list in real-time.
 - ii. Tenants 2-10 will be asked to submit their top three preferred units.
 1. Each tenant provides three ranked options to avoid delays in case their first choice is already taken by a higher-priority tenant.
 - d. As each tenant selects their unit, management will update the available units in real-time through the online portal to ensure the next tenant in line knows what's available.
 - e. Once a tenant's selection is processed, management will send a confirmation email and text with chosen unit.
 - f. If a tenant fails to respond, management will follow up with a reminder. If no response is received after a set period, their preferences will be assigned based on available units.
 - g. If tenants need to adjust their choice after seeing the updated unit list, management will allow changes within a 48-hour window, subject to availability.
 - h. Once all tenants in a group have selected their units and confirmations have been sent, management will move on to the next group.
3. **Move-In Preparation:** Once you've selected your unit, our relocation team will coordinate the moving process, including packing, transportation, and unpacking services.
- a. The property management team will be responsible for contacting the relocation team to inform them that the tenant is ready to move. This should occur within 24 hours of confirming the tenant's unit selection.
 - b. **Relocation Team Process:**

- i. The relocation team will receive a move-in request form from property management, which includes:
 1. Tenant's name and contact information
 2. Confirmed unit number and any special requests
 3. Preferred move-in date window (agreed upon by both the tenant and management)
 - ii. The relocation team will review the request and assign a dedicated relocation coordinator to each tenant to oversee the move-in process.
 - iii. The relocation coordinator will contact the tenant within 48 hours of the notification to:
 1. Confirm the move-in date and time
 2. Discuss the packing and transportation logistics
 3. Address any specific needs or concerns (e.g., assistance with special items, accessibility requirements)
- c. Packing, Transportation, and Unpacking**
- i. The relocation team will handle the entire moving process from start to finish, ensuring the tenant's experience is seamless.
 1. Packing Services:
 - a. The relocation team will provide packing services for the tenant, including boxes, materials, and labor.
 - b. The team will carefully pack items, ensuring fragile belongings are properly handled.
 - c. Tenants will be given a packing checklist in advance to ensure any valuables or personal items they want to handle themselves are identified.
- d. Transportation:**
- i. The relocation team will coordinate the transportation of all packed items from the tenant's current location to their new unit at Barnaby & 7th Apartments.
 - ii. A confirmation of the moving day and time will be provided 48 hours before the scheduled move.
- e. Unpacking Services:**
- i. Upon arrival at the new unit, the moving team will help to unpack boxes and place belongings in the appropriate rooms, based on instructions provided by the tenant.
 - ii. Basic furniture arrangement (as specified by the tenant) will also be included.

- iii. The relocation coordinator will ensure the unit is move-in ready, including checking for any immediate maintenance concerns.
- f. **Final Move-In Confirmation**
 - i. On the scheduled move-in day, the relocation coordinator will oversee the final stages of the process and walk through the unit with the tenant to ensure everything is in order.
 - ii. The tenant will complete a move-in checklist with the relocation coordinator, noting any immediate concerns or follow-up needed.
 - iii. The tenant will receive a welcome packet, including:
 - 1. Information on amenities
 - 2. Resident services contacts
 - 3. Any scheduled community events or updates
- g. **Post Move-In Follow-Up**
 - i. Within 3-5 days after move-in, someone from the Community Engagement Team will contact the tenant to ensure their satisfaction and address any questions or issues they may have.
 - 1. The tenant will receive a personal call from a community engagement representative to discuss their move-in experience.
 - 2. The representative will provide details about how to stay informed on community events, resources available for new residents, and opportunities to get involved in the community.
 - 3. Any unresolved issues will be noted and reported to the appropriate teams for immediate action.
- h. **Additional Support:**
 - i. The Community Engagement Team will continue to support the tenant ensuring they are comfortable in their new home.
 - ii. Tenants will be reminded of ways to stay connected, including newsletters, community events, and management contacts.
- 4. **Welcome Home:** Upon your return, you will be greeted with a special welcome package and a personalized tour of your new home, ensuring you are fully acquainted with your upgraded living space and community.

Timeline for Returning Residents

We have developed a structured timeline to ensure a smooth and organized return process for all our valued residents. This timeline outlines the steps for each priority group, allowing ample time for decision-making and ensuring you return to a unit that meets your needs.

Priority 1 Returning Residents

- Contact Date: 1st of the month
- Action Required: You will have 14 days to contact Faria Management to confirm your intent to return to Barnaby & 7th Apartments.
- Unit Selection Period: Once confirmed, you will have 14 days to choose your ideal unit from the available options.

Priority 2 Returning Residents

- Contact Date: 15th of the month
- Action Required: You will have 14 days to contact management to confirm your intent to return to Barnaby & 7th Apartments.
- Unit Selection Period: After confirmation, you will have 14 days to select your preferred unit from the remaining options.

Priority 3 Returning Residents

- Contact Date: 1st of the following month
- Action Required: You will have 14 days to contact management to confirm your intent to return to Barnaby & 7th Apartments.
- Unit Selection Period: Upon confirmation, you will have 14 days to choose your desired unit from the available options.

For Additional Relocation Details

Please review the Gilbane Development Relocation Agreement.

Contact Us

For any questions or to learn more about your Right-to-Return, please contact our Resident Liaison Team at info@barnaby7th.com. We are here to support you every step of the way.