



## Move-Out Procedures

### Notice Concerning Return of Security Deposit and Move-out Procedures

Dear Tenant(s):

Your current lease expires on August 31st at 10 PM. Please follow the "Move Out Procedures" below. We recommend that you hire a professional cleaner to clean your apartment in order to protect your security deposit from any deductions. Typically the most expensive deductions are the result of leaving furniture behind, not patching holes in walls, not painting over unusual wear and tear, and damage to floors.

It is unlawful to reside in the apartment beyond your lease termination date and time. NO EXCEPTIONS. You should reserve a moving truck well in advance of your move out date! September 1st is the busiest moving day of the year.

If you have a balance on your account please make sure that it is paid prior to move-out. Your lease states that you may not use your security deposit as rent prior to your lease termination date. This policy is strictly enforced. Security deposit deductions that amount to more than your security deposit will be put on each tenant and cosigner's credit report until the matter is resolved.

If you have any questions concerning your move-out, please contact our office at the number at the bottom of this page.

### Move-out Procedures

The following checklist of items **MUST** be completed prior to your departure on August 31st. **Failure to fulfill the outlined requirements may result in deductions from your security deposit and delays in processing it.**

*A charge of approximately \$50.00 per item will be deducted with the exception of steam cleaning which is approximately \$90.00 per room. Furniture removal will be at a rate of \$500.00 per hour, not including dumping charges. Damages will be repaired by Fairfield Realty at a rate of \$50.00 per hour plus materials. Tenants will be charged market rates for contractors.*

**1) Fill out the Forwarding Address form and mail, fax or drop it off to our office.**

**2) Bathroom must be thoroughly cleaned:**

- A) Tiles
- B) Sink
- C) Toilet
- D) Floor
- E) Mirrors
- F) Tub/Shower Stall

**3) Kitchen must be thoroughly cleaned:**

- A) Stove/Range/Oven
- B) Sink
- C) Floors
- D) Refrigerator
- E) Cabinets
- F) Counters
- G) Walls

- H) Microwave
- I) Hood Fan for Stove

**4) All floors must be cleaned:**

- A) Carpets steam cleaned
- B) Floors vacuumed and mopped
- C) Baseboards and molding dusted

**5) Working lightbulbs must be installed in all fixtures.**

**6) All fingerprints and smudges must be removed from the walls, doors and windows.** Nail holes should be caulked with the proper building material and color.

**7) All trash and belongings must be removed from the apartment and common areas including the basement and stairwells.** Items should be placed in proper containers and taken with you. No furniture or food or belongings of any kind should be left in the apartment or building. You will be charged for items left on the sidewalk for removal.

**8) Fireplaces must be cleaned and ashes removed. Be sure hot ashes are properly distinguished prior to disposing.**

**9) Apartment and mailbox keys should be hand delivered to Fairfield Realty.** Your key deposit will not be returned unless all keys (including mailbox keys) are provided to Fairfield Realty on or before the lease termination date.

**10) Please contact the office upon your departure at (617) 262-1470.** Be sure to leave your name, apartment, date and time you are vacating. If you are leaving prior to August 31st, please notify the office with details immediately.

**11) As stated in your lease, you must submit a forwarding address to Fairfield Realty prior to August 31st.** Per your lease agreement, only one check will be issued per apartment. The check will be made payable to the individual named first on the lease.

**12) If you have caused damage to the premises please make arrangements to have the item(s) repaired before your tenancy terminates.** Due to demand, repair costs tend to be higher during the month of September.