

MOVE OUT PROCEDURES - RENTAL YEAR: 2010

Apartment Cleaning:

Please remove all personal belongings and trash from your unit upon vacating it. Leave the unit in a clean and habitable condition for incoming tenants. Refund of your cleaning deposit is determined by how clean you leave your apartment and by the condition you leave your apartment in. A maintenance crew will be going around on September 1st to make the proper inspection to each unit.

Key Return:

To ensure the refund of your key deposit, please be sure to return your keys upon moving out of the apartment. Please drop off your keys at our maintenance office at 59 Linden Street, or drop it in the rent mailbox in your building. Please call our office at 617-789-4445 to confirm the return of your keys.

Providing a Forwarding Address:

To receive all remaining deposits, please provide the management office your forwarding address in writing upon vacating your unit and returning your keys.

Deposit Returns:

All deposits will be returned to you at the forwarding address provided by no later than October 1st, 2010.