



We hate to see you go...

MOVE OUT PROCEDURES:

You are due to vacate your apartment at the end of the month. As outlined in your lease addendum, you must be removed fully from your apartment by **12:00 NOON** on the last day of the month.

Cleaning Apartment:

Apartments must be left in a clean ready to paint condition. All trash must be properly disposed of and nothing (furniture, boxes, etc.) should be left in the apartment. A charge for disposal and/or additional cleaning will be made to you if we find it necessary and will be withheld from your security deposit. In the event that you vacate, abandoning personal property or junk on the premises or outside of the property, you may be held responsible for the cost of removal for those materials.

Please be advised that the following is a list of all cleaning which must be completed by the tenant prior to moving. Please note that each apartment will be inspected after your move and a charge will be assessed for each of the following items that were not completed. Please note that any damages to the premises, other than normal wear and tear will also be charged.

The following will be inspected:

1. Stove (including oven): \$150.00 charge
2. Refrigerator & dishwasher: \$100.00 charge
3. Vacuum Rugs, wash floors \$25.00 per room
4. Shampoo rugs (if excessively dirty) \$100.00 per room
5. Kitchen / bath Cabinets \$25.00 charge each
6. Tub, toilet & sink \$50.00 charge per item
7. Removal of wallpaper \$200.00 charge per room
8. Painting over color change \$250.00 charge per room
9. Patch nail holes \$10.00 charge per hole
10. Removal of unwanted furniture or trash \$25.00 per box/bag
\$50.00 per item of small furniture
\$100.00 per item of large furniture
\$50.00 for mattresses left behind including leaving at dumpster
11. Repairs will be billed according to cost. Any additional items will be billed according to time and supplies.
12. Window washing \$20.00 per window
13. Extra coat of paint due to excessive smoking or cooking: \$100.00 per room – If you smoke you must wash ALL walls or you will be charged for this service.

It is our intention to (and we know it is yours too) have a clean livable rental inside and out, to present to the new tenants on their move-in day.

Keys:

All keys (unit, building and mailbox) must be returned to our office at 1203 Boylston Street, Suite 102, Boston on or before the last day of the month. **Keys must be returned to our office!** No exceptions!! If all keys are not returned as stipulated above, the following amount will be held from your security deposit for each key.

Apartment	\$125.00
Building Key	\$95.00
Mail box Key	\$55.00

If keys are not returned to the Delphi Properties Management Office and are left in the unit, a **\$75.00 retrieval fee** will be deducted from your security deposit.

Utilities:

You are responsible for terminating service to your utilities. Be sure to call the phone, electric, gas and cable companies to discontinue service in your name.

Forwarding Address:

In order to receive all remaining deposits that we are holding, please provide Delphi Properties with your forwarding address **IN WRITING** upon moving out of your apartment and with the return of your keys.

Deposit Refunds:

Once we have received your keys upon move out we will close out your account and forward your closing statement to Delphi Properties accountant. The closing statement will outline your refund amount (if applicable). Your refund will be mailed to the forwarding address that you provided us. Your refund will be provided to you no more than Thirty (30) days after your move out and in many cases much sooner.