

# MOVE OUT PROCEDURES

## MOVING OUT

The tenant's responsibilities upon termination of the lease are outlined here:

- Pay all utility bills for services to the premises and DO NOT DISCONTINUE THE SERVICE.
- Vacate the premises removing all personal property.
- Clean the premises entirely and leave it in the condition it was at the time of move in.
- Close and lock all windows and doors.
- Return the keys to Blu Ridge Management's office located at 645 Beacon Street, Boston, MA 02215.  
Pay all charges due by tenant including rent owed.
- Tenant will be responsible for rent charges for the unit including the day the tenant turns in all keys.
- Notify Blu Ridge Management of the forwarding address to which the security deposit disposition will be sent within 30 days of vacating the premises.

## KEY RETURN POLICY

Please remember that all keys, including the mailbox key, need to be turned in to the office immediately upon vacating the apartment. If the office is closed, please put the keys in an envelope with the apartment address and your forwarding address, and place the envelope in the Office Mail Slot located by the front door. Your key deposit(s) will not be returned to you if your keys are not returned when vacating the apartment. RENT WILL BE CHARGED UNTIL ALL KEYS ARE TURNED IN.

## CLEANING CHECKLIST Kitchen

1. Clean refrigerator, shelves, all refrigerator drawers and under foot guard (make sure you pull out the drawers and clean behind them, and wipe the seals of the door).
2. Pull refrigerator out and clean behind it.
3. Clean cupboards, counters, sink, tile and faucet fixtures (all drawers and cabinets must be wiped down).
4. Clean stove/oven under burners, controls, REPLACE burner rings and drip pans (lift up burner rack and clean underneath).
5. Clean oven (there should be no grease on the inside of the oven).
6. Clean dishwasher inside and out (make sure you clean the door on the inside rim).

## Living Room

1. Clean all baseboards and woodwork.
2. Clean finger marks off switches/walls.
3. Clean window sills, wash windows, and dust screens.

## Bedrooms

1. Follow same instruction given for living room.
2. Vacuum closets and remove all clothing hangers.

## Bathrooms

1. Clean tub, toilet, toilet tank, vanity bowl and cupboard.
2. Clean fixtures throughout.
3. Wipe out and clean medicine cabinet.
4. Clean tile and shower head.

# MOVE OUT INSTRUCTIONS

## Patio/Balcony/Porch

1. Remove all personal property.
2. Clean and sweep.
3. Remove all trash.

## Miscellaneous

1. Vacuum and sweep all floors.
2. Clean all light fixtures.
3. Replace all burned out bulbs.
4. Replace HVAC filter.
5. Clean all flooring throughout the apartment.

If your rental unit has excessive damage to floors, walls, ceilings, or other parts of the apartment and are considered to be beyond normal wear and tear, your rental account will be charged for the necessary repairs to the home. These charges include labor and material.

A portion of your security deposit will be held if all above items are not completed upon vacating the rental property.