

MEMORANDUM

To: All Tenants Moving Out on August 31st
From: Premier Property Solutions
Re: **Move Out Rules**

To insure a smooth transition between you and the next tenants, please adhere to the following rules:

(1) It is your responsibility to remove every thing from your unit, including all trash, furniture etc. If you leave anything behind, we will bill you for the removal and storage of the items. We use professional movers who charge a minimum of \$200/hour. Base time is two hours plus the cost of storage.

(2) We are not sending in cleaners to the unit after you leave, it is your responsibility to leave the place in clean condition free of all belongings. If we have to hire a cleaner because you failed to clean the unit, the charge to you will be \$500.00. We use insured cleaning companies. Please leave your apartment in clean condition; this includes all appliances, floors, walls, ceilings, kitchen and bathroom. (See attached check list)

(3) PPS will be photographing your unit after you leave to document any damage you may have caused. If you painted a room or caused holes in the wall above normal level, you will be billed to have the unit repainted and the holes repaired. The minimum painting charge is \$1,000 and depending upon the size of your unit, could be as much as \$4,000.

(4) It is imperative that you leave the floors clean, hardwood floors should be mopped and carpets should be shampooed or steam cleaned. Please refer to the yellow pages on line for vendors for this service. If there are stains on the carpet, you will be billed for our carpet cleaner to remove the same, the minimum charge is \$250.00

(5) If the new tenant contacts you regarding the keys, please e-mail first to verify that it is OK to turn your keys over to the new tenant, cf@premierpropertyma.com. It is easier if you provide the tenants with your keys if not please be sure to return all keys, including the front door, unit door and mail box keys. If the tenant does not contact you, you must drop off your keys to our office, 311 Summer Street Suite 200, Boston, MA 02210, 617-345-0045 no later than 8:00am on September 1, or to the broker who rented your unit to the new tenant, if the broker calls you and tells you to drop the keys at his or her office that is OK as well. **DO NOT MAIL THE KEYS !** Failure to return the keys will result in a charge of \$350.00 to change the unit locks and mail box lock. In addition, should you continue to occupy any part of the unit on September 1, you will be billed for all of Septembers rent and the new tenant's hotel stay if needed.

(6) Attached hereto is a security deposit return form. If you paid a security deposit, please fill this form out and return it to our office by 9/1.

(7) Please be careful when moving out, you will be held liable for any damage to the hallway walls and light fixtures as well, we will be in the building daily from now through Labor day photographing the common areas.

We really appreciate your cooperation, we realize this is a difficult time of year for all of us, with your help we can make it an easy smooth transition. If you have any questions regarding these procedures, please e-mail me at cf@premierpropertyma.com or 617-345-0045 x-137. Thank you.

PPS Move-Out Checklist

Kitchen:

- Clean stove inside and outside.
- Remove everything from refrigerator and freezer.
- Clean and disinfect refrigerator.
- Clean and remove everything from cabinets.
- Remove all personal belongings.
- Sweep and mop floors.
- Clean and disinfect sink and counters.

Living Room:

- Remove all pictures and posters from walls.
- Remove all nails and tacks from walls.
- Remove all furniture and personal belongings.
- Vacuum and sweep floors.

Bathroom:

- Clean and disinfect toilet.
- Remove all personal items.
- Sweep and mop floors.

Bedrooms:

- Remove all pictures and posters from walls.
- Remove all nails and tacks from walls.
- Remove all furniture and personal belongings.
- Vacuum and sweep floors.

Closets:

- Remove all shoes, clothing, hangers.
- Remove all personal belongings.
- Sweep/vacuum closet.

Trash:

- Place all trash in sealed, plastic bags and deposit in trash receptacles.

Other:

- Notify all utility companies and post office of your new address.
- Call telephone and Cable Company to cancel service.
- Inspect entire apartment for damage.
- Lock all doors and windows.
- Drop keys off-see below