

Dear Tenants,

When your lease expires, you must be moved out of your unit on or before the last day of the lease. In preparation for move out please be sure to follow the below instructions.

**Keys** – Must be returned to Real Estate Management & Investment at 103 Hemenway St. Suite B2, Boston, MA in order to be refunded your key deposit. Do not give your keys to new tenants or anyone else. Key Deposit will be refunded with your Security Deposit Refund.

**Apartment Condition** – Please be sure to clean your apartment and remove all furniture and belongings. Any items left behind will be subject to charges for removal and disposal.

**Security Deposits** – *Are refunded to the first person on the lease as a whole deposit*. Security Deposits are refunded 30 days after the expiration of your lease. Forwarding addresses must be received no later than **25th** of the month your lease expires for prompt processing. Please provide a forwarding address on the attached form.

**Inspections** – Move out inspections will be done by Real Estate Management & Investment after you move out and return all the keys. Please call 617-421-9900 with any questions regarding this process.

***![C:\Users\Jennifer\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\E7A2LPL9\MC900129382[1].wmf]()Please cut on dotted line and return the bottom portion.***

- ­­­- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

Current Address: ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

Forwarding Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant’s Name (Should be 1st person on lease)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State and Zip Code

Please return to Real Estate Management & Investment 103 Hemenway St. Suite B2, Boston, MA 02115 no later than ***the 25th of month your lease expires***.