**Moving out**

If your lease is expiring you must be moved out of your unit ***on or before the last day of your lease term***. 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. Do not give your keys to new tenants or anyone else. Receipt of the keys is verification you have vacated. If we aren’t sure you have vacated on time your security deposit may be penalized.

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

**Security Deposits** - Security Deposits are refunded 30 days after the expiration of your lease as a whole deposit to the first person on the lease. Forwarding addresses must be received no later than August 20th for prompt processing. Please provide a forwarding address on the attached form for the 1st person on your lease.

**Inspections-** Move out inspections will be done after you move out by your maintenance department.

Call or email Viktor today with any questions you may have.

617-421-9900 ext 201

[Viktor@realestatemanagementinvestment.com](mailto:Viktor@realestatemanagementinvestment.com).