



BRIGS, LLC

Move Out Procedures and Information

- All kitchen appliances shall be cleaned, along with the areas between and behind appliances. The stove burner rims, inside of top lid and oven must be thoroughly cleaned.
- All cabinets shall be emptied, thoroughly cleaned and free from grease, dirt and shelf covering.
- Bathroom tiles, grout, and fixtures shall be thoroughly cleaned.
- Place refrigerator on the LOW setting.
- Rugs and floors shall be cleaned of dirt and stains.
- Baseboards shall be cleaned.
- All closets and storage spaces shall be cleaned of debris and personal possessions. All newspapers, telephone books, and clothes hangers, etc. shall be removed.
- All noticeable marks and stains shall be wiped off from walls, switch plates, doors, and moldings.
- Windows and window ledges and sills shall be cleaned.
- Picture hooks, hangers, and nails MUST be removed from walls.
- Unit paint should be original color from move in date; charges will apply for repainting of the unit.
- Telephone and utility bills shall be paid in advance and respective companies are to be notified of discontinuance.
- **All sets of keys (except mail key) must be returned to the office in an envelope. Please label the front of the envelope with the address of the unit you are vacating, and don't forget to enclose the security deposit distribution/forwarding address form. If the security deposit form is not returned, one check will be cut with all tenants names on the same check and mailed to your BRIGS apartment address in hopes it will be forwarded to you. If our office is closed, you may slip the completed move out envelope through our rear door drop box at 185 Dudley Street.**
 - *Please do not drop off keys without a labeled envelope.*
- Vacating tenants will be charged \$50.00 for each set of keys not returned within 24 hours of move out. *Please leave your mailbox key on your kitchen countertop for new tenants*



- Maintenance bills \$63.00 per hour for cleaning not completed, removal of trash, repairs as of result of tenants etc. or \$92.00 per hour for holidays or weekends plus materials. Any maintenance or key charges will be deducted from security deposit.
- Keep in mind your trash removal at time of move out and plan accordingly. Trash or items left out early can result in fines from the city or removal costs by management which may be deducted from your security deposit.
- All tenants must vacate the apartment by 11:59pm on the termination date of their lease. Remember any items left behind will result in deductions from security deposits.
- **Please have keys mailed to or drop keys off at 185 Dudley St, Boston, MA, Key drop box is in rear door of office, off of Peaver Place.**
- **Please do not leave keys inside the front gate of 185 Dudley Street, anyone can access them through the gate. Please leave them in the rear door drop box or with office staff.**
- *Please remember, there are new tenants moving in immediately after your move-out. The apartment must be clean and ready for their move-in.*

Security deposits will be postmarked within 30 days of lease termination date to forwarding addresses provided by tenants. If a check must be re-issued because tenants did not provide their current address, a \$50.00 deduction will be made from their security deposit.

Thank you for your tenancy and good luck in your future endeavors.