



# HEATH PROPERTIES

To: All Tenants  
RE: Tenant Departure Obligations

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**IT IS IN YOUR BEST INTEREST TO READ THIS ENTIRE MEMORANDUM IN ORDER TO SECURE THE MAXIMUM RETURN OF YOUR SECURITY DEPOSIT**

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Please be advised between July 15<sup>th</sup> – August 30<sup>th</sup> a representative from Heath Properties will be coming around to all apartments to conduct Preliminary Move-Out Inspections. Preliminary Move-Out Inspections are conducted as a courtesy in order to assist you in recovering your entire Security Deposit and to make sure you are aware of your responsibilities with regard to the condition we expect you to leave your apartments upon moving out. For more information please review the move-out procedures that are listed on our website [www.heathproperties.com](http://www.heathproperties.com).

**Understand that this Pre-Inspection reflects only the condition of the apartment at the time of the Pre-Inspection and that any items marked as “Pass” at the time of the Pre-Inspection could still potentially be marked as “Fail” at the time of the actual Move-Out Inspection on August 30<sup>th</sup>.**

Enclosed please find a copy of the Preliminary Move-Out Inspection Sheet for your review. Please make sure you pay attention to all categories and feel free to call the office with any questions or concerns.

**Helpful Reminders:**

**Tenants Must Move-Out No Later Than 5:00pm August 30<sup>th</sup> – NO EXCEPTIONS!!!**

If an apartment was untidy when you moved in, that is no excuse for you not to clean.

You will be charged for any and all repairs and cleaning that is not completed by 5:00pm on August 30<sup>th</sup>.

**All rooms must be cleaned thoroughly including:**

Bathroom:	Tiles, Sink, Toilet, Floor, Mirrors, Tub/Shower
Kitchen:	Stove/Range/Oven, Sink, Floors, Refrigerator, Freezer, Cabinets, Counters, Microwave, Hood Fan, Dishwasher
All Rooms:	Walls, Windows, Floors, Fire Places, Mini-Blinds, Ceiling Fans, Doors
Floors:	Carpets – Vacuumed and Steam Cleaned - Tile/Wood Floors – Swept and Mopped

**Make sure the following are left in working order and cleaned as necessary:**

Appliances/Fixtures: Towel Rods, Toilet Paper Holders, Mini-Blinds, Microwaves, Dishwashers, Garbage Disposals, Washing Machines, Dryers, Heater Covers, Switch Plates, Outlet Covers, Original Door Knobs and Locks on ALL Doors.

**If you have installed any locks on the bedroom doors they must be removed or you will be charged for the removal and replacement of the locks.**

**(TURN OVER)**



# HEATH PROPERTIES

**(CONTINUED)**

**Trash:** All trash and belongings must be removed from the apartment and all common areas including the basement, roof and decks. No furniture, food or garbage should be left in the apartment, common areas, sidewalk or yard.

**You will be charged for any items including furniture and household trash left anywhere on the property, including the sidewalk!**

**PLAN AHEAD AND LEAVE RUBBISH OUT ON THE TRASH DAYS DURING THE WEEKS BEFORE YOUR MOVE.**

**Keys:** Apartment and Mailbox Keys should be left on the kitchen counter and the front door to the apartment should be left unlocked. **ALL KEYS**, including mailbox keys are provided to Heath Properties on or before your lease termination date.

**Departure:** Please contact the office upon your departure at 617-266-1168. Be sure to leave your name, apartment address, date and time you will be vacating. If you are moving out before August 30<sup>th</sup> please make sure you contact the office and email [josh@heathproperties.com](mailto:josh@heathproperties.com).

**Forwarding Address:** The first person listed on the lease **MUST SUBMIT A FORWARDING ADDRESS** to Heath Properties in writing prior to August 30<sup>th</sup>. All correspondence must be submitted in writing and signed by all lessees.

Forwarding addresses can be faxed to 617-266-2948 or e-mailed to [office@heathproperties.com](mailto:office@heathproperties.com).

**Deposit Refunds:** Only one deposit refund check will be issued per apartment. The check will be made payable to the first person listed on the lease. Checks will be mailed within 30 days from your move-out.

**Pre-Inspections:** A representative will be visiting your apartment at least once during the month of August to assist you in preparing for the final move-out inspection. Please note that this is a courtesy to you and in no way is this to be considered a formal inspection. The final and formal inspection is completed after you and your belongings are removed from the apartment.

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We hope that you all have enjoyed your tenancies with Heath Properties. Please remember to keep us in mind when looking for **NO FEE** rental apartments in the Greater Boston Areas. For information regarding future rental possibilities please contact Josh Freeman at 617-266-1168 or e-mail Josh at [josh@heathproperties.com](mailto:josh@heathproperties.com).

We also offer short-term, furnished rentals in five great city locations for anyone staying in the city for business, vacations or relocations. Our furnished apartments are great for parents coming to visit or staying for graduation. For more information regarding our furnished apartments please visit our website [www.innbostonreservations.com](http://www.innbostonreservations.com) or contact the office at 617-236-2227.



# HEATH PROPERTIES

## PRELIMINARY MOVE-OUT INSPECTION SHEET

APARTMENT: \_\_\_\_\_ DATE: \_\_\_\_\_

Current Tenants,

On the reverse side of this sheet you will find a copy of the Preliminary Move-Out Inspection conducted on your apartment. Please be advised that the inspection sheet you will find is the exact sheet that is filled out by the inspectors on August 30<sup>th</sup>. Preliminary Move-Out Inspections are conducted in order to ensure that you are aware of your responsibilities with regard to the condition of your apartments upon moving out. Please be aware that the Preliminary Move-Out Inspections are conducted in order to assist you in recovering your entire security deposit. **Understand that the Preliminary Inspection reflects the condition of the apartment at the time of the Preliminary Inspection only and that any items marked as “Pass” at the time of the Preliminary Inspection may not be left in passing condition at the time of the actual inspection.** Please refer to our website ([www.heathproperties.com](http://www.heathproperties.com)) for further move-out instructions.

### UNDERSTANDING THE MOVE-OUT FORM:

An average charge of \$100.00 per item will be deducted from your Security Deposit for any items marked as “Fail”. Steam Cleaning will be charged at a rate of \$100.00 per room if the carpets have not been professionally cleaned prior to your move-out. Please feel free to call the office for recommended carpet cleaners. We would suggest making appointments as early as possible to ensure you will be able to have the carpets cleaned prior to moving out. Furniture removal will be charged at a rate of \$250.00 per hour plus any dumping charges. All other damages will be repaired at a rate of \$75.00 per hour plus materials.

The items marked on the Inspection Form are possible deductions that we have found. Please make sure these items are cleaned / repaired to avoid actual deductions from your security deposit. If you do not have a security deposit; or if apartment damages total more than your security deposit; you are responsible for submitting payment to the office. All parties to the lease are held responsible for payment. Unpaid damages will be reported to the credit agencies.

### Don't Forget:

1. All fingerprints and smudges must be removed from the walls, doors and windows. If you are repainting walls you must use: **Benjamin Moore Super Hide Flat White** paint or you will be charged for painting. All painting must be completed in a professional manner.
2. Trash, furniture and personal belongings must be removed from the building including the basement and storage facilities prior to your move out day. **GARBAGE CANNOT BE LEFT ON THE SIDEWALK OR ON THE PREMISES.** You will be charged for any City Fines along with costs for private trash removal and dumping fees.
3. Fireplaces must be cleaned and ashes removed.
4. Mini-blinds must be cleaned and in working order
5. **Leave ALL of your keys on the kitchen counter when you vacate the apartment.** (Before 5:00 PM on August 30<sup>th</sup>)
6. Once you have moved and completed cleaning call the office to let us know it's OK to come inspect. We return security deposits in the order in which the apartments turn over so if you leave before August 30<sup>th</sup> (and let us know) you have a better chance of getting your security deposit back earlier than those who wait until the last minute.



# HEATH PROPERTIES

<u>KITCHEN</u>			<u>LIVING ROOM</u>			<u>BATHROOM</u>	#1		#2	
	P	F		P	F		P	F	P	F
Stove/ Range/ Oven			Walls			Mirrors				
Stove Plates			Outlets			Sink				
Sink			Windows			Below Vanity				
Garbage Disposal	Working	Broken	Mini Blinds			Toilet				
Counter			Screens			Tub/Shower Stall				
Cabinets			Ceiling			Tiles				
Microwave			Light Bulbs			Walls				
Refrigerator			Smoke Detectors			Outlets				
Walls			Ceiling Fans			Broken Fixtures				
Outlets			Fireplace			Ceiling				
Windows			Furniture Removal			Fan				
Mini Blinds			Baseboards Dusted			Light Bulbs				
Window Screens			Doorframes Dusted			Windows				
Light Bulbs			Floor Vacuumed			Mini Blinds				
Smoke Detectors			Carpets Steam Cleaned			Screens				
Ceiling Fans			Oak Floors			Floor				
Floors			Closets							
Oak Floors			Doors							

<u>BEDROOMS</u>	#1		#2		#3		#4		#5		#6	
	P	F	P	F	P	F	P	F	P	F	P	F
Walls												
Outlets												
Windows												
Mini Blinds												
Screens												
Ceiling												
Light Bulbs												
Smoke Detectors												
Ceiling Fans												
Fireplace												
Furniture Removal												
Baseboards Dusted												
Doorframes Dusted												
Floor Vacuumed												
Carpets Steam Cleaned												
Oak Floors												