

MAXMIA PROPERTIES: MOVE OUT INSTRUCTIONS

Dear Tenant(s)

I hope you are doing well and have enjoyed your tenancy at our property. As you know, move out time is just around the corner. We would like to give you a few tips to help with the transition and to ensure full security deposit refund.

1. Report any issues with the property as soon as possible. You may use the [Report A Problem](#) page on our website to provide a brief summary of your problem.
2. Make sure all the trash is removed from the property before your last day.
3. Clean the apartment, vacuum and mop the floors, clean the stove, microwave, refrigerator, windows, mini blinds, bathrooms, and kitchen.
4. Make sure all the cabinets and closets are cleaned.
5. All the keys to the house and the bedrooms must be returned to the office (you must contact the office and arrange for the keys to be dropped off in person).
6. Notify our office if there is any furniture or belonging which you do not intend to take with you so we can determine what should be done.
7. Make sure to remove all your belongings from the basement.
8. Any furniture left in the apartment or outside will be subject to removal fees unless it has been discussed with me prior to move out date
9. **Please send me an email indicating your move out date and please remember the apartment needs to return to me latest by 10 AM on May 31st**

Please send me your forwarding address where you would like security deposit check to be mailed to

Please review the spread sheet attached for potential charges you may incur if these simple steps are not followed and please do not hesitate to contact me if you have questions or concerns.

Thanks You

MaxMia Properties LLC

Nader Djafari

nader@djafari.com

www.maxmiaproperties.com

Office: 508 304 9100 | Cell: 617 513 5555

Fax 508 304 9101