



C A G A N M A N A G E M E N T G R O U P , I N C .

HELPFUL MOVE OUT INFORMATION

As you are aware, your lease will be expiring, and since you are not renewing for another term, the following are some helpful hints. Attached is an APARTMENT CONDITION REPORT, please contact your building engineer to set up an appointment for apartment inspection.

1. You **are** expected to leave your apartment in **good condition**. You will need to sweep the floors, remove all garbage, and clean the appliances. Should anything be left behind in the apartment, we will consider it garbage and it will be disposed of.
2. We insist that you remove your belongings through the **rear exits only**. Any damage done to the hallways or stairwells will result in a deduction from your security deposit. For your sake as well as ours, **PLEASE** be careful.
3. No one should be in their apartments after midnight on the expiration date of their lease. Any one staying even one extra day, could be held responsible for the entire months worth of rent.
4. If you know in advance when you will be vacating, you should call your engineer to arrange keys drop off, and inspection of your apartment. If you can not locate your janitor, feel free to call our receptionist (**Ext. 0**), she'll help you arrange an appointment with the janitor.
5. In order to receive your security deposit in a timely manner, please be certain to fill out "Forwarding Address" on the 2nd page of APARTMENT CONDITION REPORT, so we have the correct address to mail your check to.
6. If you have not yet found an apartment, we can help you relocate. Cagan Management handles a large number of rental properties in other areas. You may be pleasantly surprised at what we can offer you.

If you find yourself in need of an apartment in the future, remember, Cagan Management is at your service.

Cagan Management Group, Inc.

APARTMENT/MOVE OUT CONDITION REPORT

NAME(S) _____ VACANT ON EXP _____
 DATE FOUND VACANT _____

ADDRESS _____ APT _____ DATE OF INSPECTION _____

KEYS RETURNED _____ DATE _____ MOVE OUT UNIT CHARGE
 NOT RETURNED _____ DATE _____ INSPECTION PER LEASE RIDER CHARGES

KITCHEN	STOVE-INSIDE	\$75.00
	STOVE TOP & FAN SHIELD	
	STOVE DRIP FAN & UNDER	
	BROILER PAN	
	REFRIGERATOR	\$75.00
	CUPBOARDS & COUNTER TOPS	\$25.00
	FLOORS/WALLS	
	SINK	
	WINDOWS	
	BLINDS/SHADES	
	FIXTURES	
	LIGHT BULBS REPLACEMENT	\$2.00/EACH
DINNING AREA	WALLS & DOORS	
/		
LIVING ROOM	CARPET OR FLOOR	
	WINDOWS	
	BLINDS/SHADES	
	FIXTURES	
	LIGHT BULBS REPLACEMENT	\$2.00/EACH
BATHROOM	SINK & CABINETS	
	MIRROR	
	TUB TILES & SHOWER	
	TOILET	
	FLOOR, DOORS, WALLS	

WINDOWS

BLINDS/SHADES

FIXTURES

LIGHT BULBS REPLACEMENT \$2.00/EACH

MOVE OUT UNIT CHARGE
INSPECTION PER LEASE RIDER CHARGES

BEDROOM

CLOSETS

WALLS & DOORS

FLOORS OR CARPET

WINDOWS

BLINDS/SHADES

FIXTURES

LIGHT BULBS REPLACEMENT \$2.00/EACH

EXTERNAL

WINDOWS & SCREENS

PATIO OR BALCONY

AIR CONDITIONER

CLOSETS & STORAGE AREA

GARAGE

LIGHT BULBS REPLACEMENT \$2.00/EACH

KEY REPLACEMENT \$20.00 20.00

TRASH REMOVAL/EXCESSIVE CLEANING \$15.00/HOUR

TOTAL CHARGES FROM ABOVE

COMMENTS (ANY ITEMS LEFT IN APARTMENT?)

Resident agrees to assume responsibility for the apartment and its condition listed above. I have read the above list and agree with the evaluation of the condition of the apartment as herein stated.

Signature of resident

Agent for Cagan Management Group

Forwarding Address:

OFFICE USE ONLY

Security Deposit _____
Pet Deposit _____
Key Deposit _____
Interest Due _____
TOTAL DEPOSIT _____

Less Deductions:
Past Rent Due _____
Relet/Agent Fee _____
Atty/Court Cost _____
Apt Condition Charge _____
TOTAL CHARGES (_____)

DUE TO (FROM) RESIDENT _____