

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 tips. Attached is an APARTMENT CONDITION REPORT. Please contact your building engineer to set up an appointment for apartment inspection.

- You are expected to leave your apartment in good condition. You will need to sweep the flows, 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.
- 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.
- 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.
- 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.
- 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.
- 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.

Apartment Move-Out Condition Report

Name(s)		Vacant on exp _____ Date found vacant _____		
Address		Apt		Date of Inspection
Keys returned _____ Date _____ Not Returned _____ Date _____		Move out Inspection	Unit Charge per Lease Rider	CHARGES
Kitchen	Stove-Inside			
	Stove Top & Fan Shield			
	Stove Drip Pan & Under			
	Broiler Pan			
	Refrigerator			
	Cupboards & Counter Tops			
	Floors/Walls			
	Sink			
	Windows			
	Blinds/Shades			
	Fixtures			
Light Bulbs Replacement				
Dining Area / Living Room	Walls & Doors			
	Carpet or Floor			
	Windows			
	Blinds/Shades			
	Fixtures			
	Light Bulbs Replacement			
Bathroom	Sink & Cabinets			
	Mirror			
	Tub Tiles & Shower			
	Toilet			



		Move out Inspection	Unit Charge per Lease Rider	CHARGES
Bathroom	Floor, Doors, Walls			
	Windows			
	Blinds/Shades			
	Fixtures			
	Light Bulbs Replacement			
Bedroom	Closets			
	Walls & Doors			
	Floors or Carpet			
	Windows			
	Blinds/Shades			
	Fixtures			
	Light Bulbs Replacement			
External	Windows & Screens			
	Patio or Balcony			
	Air Conditioner			
	Closets & Storage Area			
	Garage			
	Light Bulbs Replacement			
Key Replacement				
Trash Removal/Excessive Cleaning				
Total Charges from Above				
Comments (Any items left in apartment?)				
Forwarding Address: _____ _____ _____		Office Use Only Security Deposit _____ Pet Deposit _____ Key Deposit _____ Interest Due _____		

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

