



MOVE-OUT INFORMATION

SECURITY DEPOSIT REFUND (If Applicable)

- **We will need a business size, self-addressed stamped envelope with your new address so we can mail your security deposit.**
- You will receive your security deposit within 45 days of vacating your apartment, as required by law.
- Please remember that your security deposit is not to be used for last month's rent.
- A single security deposit check will be made payable to all persons who signed the lease for your apartment, regardless of who provided the security deposit initially - NO EXCEPTIONS.

MOVE-OUT DATE

- You must move out of your apartment on the last day of your lease (typically the last day of the month).
- If you do not move out by your lease expiration date, you will be in violation of your lease and considered a holdover tenant. You will be liable for rent at the rate of 200% of your last rent amount. In addition, you will be liable for any monetary damages incurred by your failure to move out of the apartment by your lease expiration date.
- Please notify ICM if you anticipate a moving problem.

CLEANING

- Your apartment must be cleaned thoroughly before you move-out.
- If your apartment is not clean the following, but not limited to, charges will be deducted from your security deposit (if applicable) or billed to your account:

Kitchen

- Stove top/oven/broiler \$35.00
- Refrigerator/freezer \$30.00
- Cabinets – interior & exterior \$25.00
- Kitchen floor \$20.00

Dining Room/Living Room

- Floors \$50.00

Bathroom

- Bath tile, sink, toilet, vanity \$30.00
- Bathroom floor \$15.00

Replacement Charges

- Mini-blinds \$20.00/each

Bedroom/s

- Floors \$60.00

- If you have a security deposit these charges will be deducted from your deposit.
- ICM recommends that you hire a cleaning service to thoroughly clean your apartment.

The following are suggestions:

- Clean Sweep 773-878-8328

- Mighty Maids 773-472-7711
- Scrub n' Bubble 773-271-5683

- If ICM is required to hire a cleaning service, you will be charged approximately \$75 to \$200. This charge is only an estimate as the final bill depends on the condition of the apartment.
- It is your responsibility to remove all your personal items from the apartment and properly dispose of them.
- When using the garbage bins outside the building, you must make sure that all garbage bags and items fit inside the bins. It is your responsibility to dispose of any oversized boxes or items (such as couches, chairs, etc.). If you fail to dispose of any oversized items, you will be charged approximately \$100 to \$500. In addition, you will be charged for labor.
- You may only use rear stairways when moving, you may not use the front stairways. Fines range from \$150 to \$450 for damages.
- If you decide to hire a cleaning service, please provide a receipt to ICM.
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KEY RETURN

- All original keys must be returned to ICM on the last day of your lease.
- There will be a \$25.00 charge per key for keys not returned on time

REFERRALS

- ICM greatly appreciates tenant referrals. Even after you move out of an ICM building, you will still be eligible to receive a **\$300.00 tenant referral fee.** The tenant you refer must sign a lease and move-in. All referral checks will be mailed out after the tenant has lived in our building for 30 days.