



Proudly managing apartment since 1966

MOVE-OUT INFORMATION

ZERO BALANCE: Make sure your balance is **\$0.00**. Accounts with unpaid balances after the lease expiration date will be sent to collections.

RETURN KEYS: All keys to the apartment and the building must be returned to our office at 1438 W. Belmont, Chicago, Illinois 60657, no later than the last day of the lease (Typically the last day of the month). There is a \$15.00 charge per key for keys not returned to our office on the last day of your lease.

LEAVING THE APARTMENT CLEAN AND EMPTY: As required in your lease you must leave your apartment clean and empty. If you do not have the time to clean your apartment, we suggest you hire a professional cleaning service (**suggestion below**). When cleaning, please do not forget to clean the stove/oven, refrigerator/freezer, cabinets (interior and exterior), blinds, floors, toilets, etc.

If ICM is required to hire a cleaning service or the apartment is left in poor condition or found to be painted Tenant(s) may be charged. **On the next page is a list of charges that may be incurred.** Please understand that these charges are only estimates as the final bill depends on the condition of the apartment. It is also the Tenant(s)'s responsibility to remove all personal items from the apartment and dispose of them properly. When using the garbage bins outside the building, make sure that all garbage bags and items fit inside the bins. Only use rear stairways when moving; not the front stairways or you may be fined. Fines range from \$150.00 to \$450.00 for damages. In addition, you may also be charged for labor.

Suggested Cleaning Services:

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|---------------------------|--------------------------------|
| • Maraey Cleaning Service | Contact Cesar: (773) 396-6473 |
| • Dust Collectors | Contact Bogena: (847) 312-0674 |
| • MZ Cleaning Solutions | Contact Magda : (847) 890-3655 |

HOLD OVER STATUS AND PENALTY: 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(s). 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.

FORWARDING ADDRESS: Be sure to provide ICM with your forwarding address so we can contact you, if necessary, once you have vacated the apartment.

REFERRAL FEE: We hope you have had a positive experience with ICM. If you know of anyone looking for an apartment please refer them to us. If they rent with us you may be eligible to receive a \$300.00 referral bonus. Even after you move out of an ICM building, you will still be eligible to receive a REFERRAL FEE. The Tenant(s) you refer must list you as the referring party on their application, sign a year lease, move-in and have a balance of \$0.00. Most referral checks or credits can be mailed out or applied after the Tenant(s) has lived in our building for 45 to 60 days. Please note ICM does not pay a referral fee for sublets or if you change a roommate.

THANK YOU FOR CHOOSING ICM PROPERTIES! We hope you enjoyed your time with us and wish you the best of luck in the future!



As required in your lease, Tenant(s) must leave your apartment clean and empty when moving out. When cleaning please do not forget to clean the stove/oven, refrigerator/freezer, cabinets (interior and exterior), blinds, floors, toilets, etc. If ICM is required to hire a cleaning service or the apartment is left in poor condition Tenant(s) may be charged. The below charges are only estimates as the final bill depends on the condition of the apartment. It is also the Tenant's responsibility to remove all personal items from the apartment and dispose of them properly. When using the garbage bins outside the building, make sure that all garbage bags and items fit inside the bins. Only use rear stairways when moving; not the front stairways or you may be fined. Fines range from \$150.00 to \$450.00 for damages.

ESTIMATED DAMAGE CHARGE SHEET

Damage charges on the price list below are subject to change without notice or demand.

Broken window blinds (each) \$ 15.00	Bath tub cleaning \$ 50.00
Broken windows (each) \$ 50.00	Bathroom medicine cabinet cleaning \$ 25.00
Ceiling fan cleaning (each) \$ 10.00	Bathroom vanity/sink cleaning \$ 25.00
Damaged apartment entry door \$ 150.00	Carpet not vacuumed (each room) \$ 15.00
Damaged cabinet door/drawers (each) \$ 50.00	Damaged bathroom mirror/medicine chest \$ 150.00
Damaged cabinet frames (each) \$ 100.00	Damaged bathroom vanity \$ 150.00
Damaged ceiling fan (each) \$ 50.00	Dishwasher cleaning \$ 25.00
Damaged interior doors (each) \$ 75.00	Kitchen cabinet cleaning (each) \$ 25.00
Damaged/Missing light fixtures (each) \$ 50.00	Kitchen sink cleaning \$ 25.00
Damaged/Missing smoke detectors (each) \$ 35.00	Oven cleaning \$ 50.00
Furniture removal & disposal (each piece) \$ 50.00	Refrigerator Cleaning (interior/exterior) \$ 50.00
Holes in walls/doors (each) \$ 35.00	Stove top cleaning \$ 25.00
Replace hardwood floors \$8 – 14 /sq ft	Toilet cleaning \$ 25.00
Window screens (each) \$ 25.00	Trash removal (each room) \$ 30.00
	Wood/Tile floors not swept (each room) \$ 15.00

- Labor Charge (where applicable) \$75/hr
- Removal of items from common areas - See Labor Charge
- Re-sand/Varnish hardwood floors due to outside of normal wear and tear.\$1/sq ft
- Apartment, mail box and common area keys not returned (each key) Please note Tenant(s) are responsible for returning an equal amount of sets as names on the lease (Example-2 names = 2 sets). \$15.00 PER KEY
- It is the Tenant(s) responsibility to dispose of any oversized boxes or items (such as couches, chairs, etc). If Tenant(s) fail to dispose of any oversized items, they may be charged approximately \$150 to \$600. In addition, the cost of labor will also be charged.

Tenant(s) are strictly prohibited from painting an ICM apartment. Touch-up painting due to normal wear and tear is to be expected however if the apartment has been painted a different color by the Tenant(s) they will be charged the cost of painting it back. The following are estimated prices only and the cost of painting could be higher.

Studio: \$375.00	1 bedroom: \$550.00	2 bedroom: \$850.00
3 bedroom: \$950.00	4 bedroom: \$1200.00	5 bedroom or more: \$1500.00

Tenant(s) understands that upon move-out of said apartment that the Landlord has the right to expect the apartment to be delivered in good condition except for normal wear and tear. Tenant(s) further understands that should the apartment not be returned in good, clean condition, except normal wear and tear, Landlord may elect to charge Tenant(s) as herein described. Failure to pay said charges may result in litigation or said charges being turned over to a collection agency. Tenant(s) understands that the maintenance staff has up to 30 calendar days after moving-in and maintenance requests have been submitted to action all requests including patch and paint, Apartments will be clean as needed, if apartment is in disarray at move-in due to prior Tenant(s) damage. Tenant(s) further understands and acknowledges that this is an estimated list. Other charges and/or an increase of charges for severe damage, or an un-cleaned apartment may be charged. Tenant(s) understands that they have 48 hours from the time of lease start date to notify management of any maintenance requests or notable damages.