

# ICM PROPERTIES

Proudly Managing Apartments 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 3080 N. Lincoln Avenue, Chicago, IL 60657, **no later than 11:59am / noon** on 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.

### LEAVE THE APARTMENT CLEAN AND EMPTY

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

#### SUGGESTED CLEANING SERVICES

- |                             |                  |                |
|-----------------------------|------------------|----------------|
| o Chicago Complete Cleaners | Contact: Claudia | (773) 780-7772 |
| o Marley Cleaning Service   | Contact: Cesar   | (773) 396-6473 |
| o Dust Collectors           | Contact: Bogena  | (847) 312-0674 |
| o Knock Out Maids           | Contact: Bobby   | (312) 998-7223 |

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.

### 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 \$500.00 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/applied after the Tenant(s) has lived in our building for 45 to 60 days. Please note that 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!

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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 (per SF)	\$ 8.00 - \$14.00	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, when applicable, \$75.00 per hour
- Removal of items from common areas; See LABOR CHARGE
- Re-sand/varnish hardwood floors due to damage beyond normal wear and tear: \$1.00 per SF
- Apartment, mailbox, and common area keys not returned (each key): \$15.00 PER KEY  
*Please note: Tenant(s) are responsible for returning an equal amount of sets as names on the lease (Example-2 names = 2 sets)*
- 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.

## PAINTING

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:	\$ 1,200.00	5 Bedroom or more:	\$ 1,500.00

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) 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.