

MAGELLEN PROPERTIES, INC.
TENANT MOVE-OUT RESPONSIBILITES

Date: _____

Date of Move-Out _____

Dear: _____

Apt # _____

It is your responsibility to return the apartment you have rented in the same condition (save the normal wear and tear) as you found it when you first moved in. You must thoroughly clean all fixtures, appliances, cabinets and surfaces. All equipment and accessories that were in place at initial occupancy or added thereafter must be returned in similar condition.

During your move out, please do not set furniture, household items or other debris beside the dumpster unless you make arrangements with the office to reimburse us for the extra expense of hauling the additional items away. If we have to incur the cost for removal, we will apply our waste hauler's "special pick-up" charge against your security deposit.

The following is a brief summary of cleaning and damage charges that we can and will deduct from your security deposit if the apartment is not returned in proper condition.

APARTMENT CLEANING: \$25 per hour. Apartment cleaning will include the following: Floors, Counters, Cabinets (inside & out), and surface dirt, to include: heaters, doors, shelving and towel bars. Other items inspected will include: bathroom exhaust fan, ceiling fan(s) and a/c units and filter, storage lockers, appliances; to include, freezer, refrigerator drawers, sides, underneath appliances, under stove top, stove hood and filter, baseboards, light fixtures, interior and exterior of cabinets, doors, toilet, medicine cabinet, tub, tile and fixtures,. additional charges incurred if the drip pans have to be replaced (a set generally costs \$40).Remember that when you moved in your apartment was immaculate and we expect it back just as clean, less wear and tear of general items, such as nail holes, faint wall marks, etc.

DAMAGES: We will itemize damages on your **Move-Out Condition Form** (you were supplied w/this form when you moved in to document any prior physical damages you discovered when you moved in). If we charge you for damages we will furnish you with a receipt for the material cost and the labor cost to support the charges, less depreciation if applicable.

YOU MAY NOT USE SECURITY DEPOSIT FOR LAST MONTHS RENT.

Please know that we would like to be able to return your entire security deposit to you within the 30 days required by law. However, we will apply the cost of any damage you, your household members, or guests cause to the apartment against your security deposit. If said damages exceed the amount of your security deposit, we will require you to pay the difference or face possible civil suit, including reasonable attorney's fees.

Please contact the management office at least 48 hours in advance of your move to schedule a move out inspection. We will only inspect fully vacated apartments and expect you to return all keys at time of inspection.

If you have any questions please contact the management office 630/832-6968, or your property manager.

