

**MOVE OUT FORM**

Name: \_\_\_\_\_

Current Address: \_\_\_\_\_ Unit # \_\_\_\_\_

Move Out Date: \_\_\_\_\_

Please complete the section below, so that we can return your security deposit (if eligible). If you do not know the address yet, please provide a phone number where you can be reached after you move out. Please be aware that it usually takes about 2 months from your move out date for us to receive your deposit check back from the bank.

**Reason for Move (Circle one)**

Program is ending      Apartment transfer      Voluntary      Other \_\_\_\_\_

**Forwarding Address**

Street: \_\_\_\_\_

Apartment : \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

Please note that all provisions of your lease have to be met (such as the paint Rider) in order for you to receive your full security deposit. It is expected that the apartment be left in "broom clean" condition and though we expect normal wear and tear you may lose all or a portion of your deposit if the unit is exceptionally dirty or if furniture or other personal items are left behind.

**Chart of Common Charges- This to not meant to be an exhaustive list. Other charges may apply.**

Broken Window:	\$ 150.00
Walls painted a dark color (per wall)	\$ 200.00
Apartment left exceptionally dirty:	\$ 250.00
Large furniture left in apartment:	\$ 250.00
House Lock needs to be replaced:	\$ 95.00
Parking Card not returned (Waldo Ave.): \$	\$ 150.00
Flooring/Cabinetry needs to be replaced (IF CAUSED BY TENANT):	Minimum of Full Deposit

**Completed forms may be faxed to us at 718-654-4205 or left in your building's rent collection box located in the lobby at the security desk.**