

FIRST MANAGEMENT CORPORATION

REAL ESTATE MANAGEMENT

MOVE IN/OUT DEPOSIT AGREEMENT

The Monterey Owners Corp.
c/o First Management Corp.
34-03 Broadway
Astoria, NY 11106

Re: Apartment # _____ at 37-30 83rd Street Jackson Heights, NY 11372

I/We, _____, have been advised of a resolution by the Board of Directors of the Monterey Owners Corp. requiring the deposit of \$1,000.00 by certified check or money order, made payable to **Monterey Owners Corp.**, to be delivered to the office of the managing agent prior to the scheduling of any move in/out of any apartment to indemnify the corporation against any loss which may result from damage to the building or its property in connection with the move.

It is understood that I/we am/are to arrange an inspection of the premises by the superintendent of the building immediately after the completion of my move. If damage has occurred, I agree that the cost of repairs will be deducted from my deposit and the balance, if any, shall be refunded to me within fourteen (14) days of my returning this completed form to the office of the managing agent. If there are damages which exceed the original deposit of \$1,000.00, I/we will pay the amount of all additional damages with ten (10) days of receipt of notification by the corporation of the balance amount due. If it has been determined that there was no damage caused to the common areas, the full deposit will be refunded.

In order to secure my refund, if any, a copy of this form signed by the superintendent, must be returned to the office of the managing agent.

I/we further acknowledge and agree that I/we will abide by the following conditions of the cooperative:

1. The party moving shall notify the building superintendent, (or the building porter, if the superintendent is off duty), of the date and time he/she will be moving furniture and other possessions in/out of the apartment no later than 5:00 pm on the day prior to the proposed move date. It is strongly suggested that more than one day advanced notice be given to the building's staff to assure that your move can, in fact, be accommodated.
2. The moving party, and any person assisting with the move, shall transport furniture and other items into and out of the building only between the hours of 9:00 am and 4:30 pm, Monday through Friday ONLY. No moves are allowed on weekends or holidays. **NO EXCEPTION.**
3. Any motor vehicle used by the moving party and/or any movers transporting furniture and other items on behalf of the moving party, shall be legally parked and, under no circumstances, shall it be driven onto or parked on the sidewalk surrounding the building.
4. The moving party, and any person assisting the moving party, shall use only the side door to transport any items including, but not limited to, furniture, boxes, cartons, chests, and suitcases into/out of the building. Under no circumstances are any items to be transported through the front entrance. The lobby is to be kept free and clear of any items at all times.

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5. The moving party and any persons assisting shall comply with the reasonable instructions of the building maintenance staff. Any and all boxes, cartons, or other refuse which the shareholder wishes to discard must be disposed of in the manner directed by the superintendent (or the building porter, if super is off duty).
6. With respect to parties moving in, the return of the damage deposit will be withheld until the superintendent confirms in writing, (see below) that the apartment has been sufficiently carpeted in accordance with the House Rules.

So Agreed:

Signature

Date

Signature

Date

NOTE: THE MANAGING AGENT MAY NOT REFUND THE MOVE DEPOSIT TO ANY PARTY UNTIL THIS SECTION IS COMPLETED BY THE SUPERINTENDENT AND RETURNED TO THE MANAGEMENT OFFICE BY THE PARTY MOVING.

TO BE COMPLETED BY THE SUPERINTENDENT AFTER THE MOVE IN/OUT:

THE MOVE IN / MOVE OUT (CIRCLE ONE) OF APARTMENT # _____ TOOK PLACE ON _____
(DATE) AND (CHECK ONE)

() NO DAMAGE HAS OCCURRED TO THE COMMON AREAS OF THE BUILDING.

() THE FOLLOWING DAMAGES OCCURRED TO THE COMMON AREAS DURING THE MOVE:

Date

Superintendent's Signature

FOR MOVE IN ONLY:

THE SUBJECT APARTMENT HAS BEEN INSPECTED AND IS IN COMPLIANCE WITH THE HOUSE RULES (80% CARPETED)

Date

Superintendent's Signature