

THE PARK MANOR CONDOMINIUM

C/O Kaled Management Corp.

7001 Brush Hollow Road

Westbury, NY 11590

Tel: (516)876-4800

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Damage Deposit Agreement

Re: Unit Number:

Name of Owner(s)/Tenant(s):

I have been advised of a resolution of the Board of Managers of The Park Manor Condominium that a deposit of \$1,000.00 by certified or bank check must be submitted to the office of the managing agent prior to the scheduling any move-in or move-out of my apartment. This is to indemnify the condominium in the event of any loss which may be sustained resulting in damage to the building or its property in connection with my move.

It is understood that I am 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. The balance, if any, shall be refunded to me within thirty (30) days of my returning this completed form to the office of the managing agent. If there is damage which exceeds \$1,000.00, I will pay the amount due within ten (10) days of receipt of notification by the condominium. If there is no damage, the deposit will be refunded in full.

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 further acknowledge and agree to abide by the following:

1. The party moving shall notify the building superintendent (if superintendent is not on duty, the building porter) of the date and time he/she will be moving furniture and other possessions into or out of the apartment, no later than 3:00PM, two (2) days prior to the requested move date. It is strongly suggested that more than five (5) days advance notice be given to the building's staff to assure that your move can, in fact, be accommodated. No move shall occur unless first confirmed with the building's staff as to their availability. (If a move is already scheduled for the same day that you are requesting then you will be required to pick an alternate date.)
2. The moving party and any person assisting in the move shall transport furniture and other items into and out of the building between the hours of 9:00AM and 4:30PM Monday through Friday only, except holidays. No move-in or move-out will be allowed on Saturday, Sunday or holidays.
3. Any motor vehicle used by the moving party and/or any mover transporting furniture and other items on behalf of the moving party shall be legally parked, and under no circumstances shall be driven onto or

parked on the sidewalk surrounding the building.

4. The moving party and any person assisting the moving party in the move shall use only the side door to transport any items including but not limited to furniture, boxes, cartons, chests and suitcases into or 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 all items at all times.

5. The moving party and any person assisting the moving party in moving shall comply with the reasonable direction of the building maintenance staff. Any and all boxes, cartons and other refuse which the shareholder wishes to discard must be disposed of in the manner directed by the superintendent (or if superintendent is not on duty, the building porter).

6. With respect to parties moving in, the return of the damage deposit will be withheld until the superintendent confirms in writing (see page 3) that the apartment has been sufficiently carpeted in accordance with the House Rules.

Note: The Managing Agent may not refund the damage deposit to any party until the section below is completed by the superintendent and returned to the office of the managing agent by the party moving.

To Be Completed by the Superintendent After Move-Out or Move-in:

The move-in/move-out (check one) of the apartment has taken place on _____ 20__.

No damage has occurred to the common area.

The following damages have occurred to the common areas:

Date: _____

Date _____

Superintendent's Signature

Property Manager Signature

For Move-In Only:

The subject apartment has been inspected and is in compliance with the House Rules (80% carpeted with proper padding).

Superintendent's Signature

Date _____

Property Manager Signature

Date _____