

DAMAGE DEPOSIT AGREEMENT

24535 OWNERS CORP.  
c/o Alexander Wolf & Company, Inc.  
One Dupont Street  
Plainview, NY 11803

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

I/We have been advised that the Board of Directors of 24535 Owners Corp. requires the deposit of \$250 by certified or bank check, to be paid by each party for the move-in and move-out respectively, to indemnify the corporation against any loss which may be sustained resulting from damage to the building or it property in connection with my/our move.

It is understood that I am to arrange an inspection of the premises by the superintended of the building immediately after the completion of my move and 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/us within 14 days of my returning this completed form. If there is no damage, the deposit will be refunded in full. If there is damage which exceeds \$250, I/we will pay the amount of all additional damages within ten (10) days of receipt of notification by the corporation of the amount due.

In order to secure my/our refund, if any, a copy of this form signed by the superintendent, must be returned to the office of the Managing Agent by the party moving.

Note also that there is absolutely no move into or out of the building after 5PM Monday-Friday, and absolutely no moves can occur Saturdays or Sundays. Anyone who appears at the building after 5PM will be turned away

Very truly yours,

\_\_\_\_\_  
MOVING PARTY

\_\_\_\_\_  
MOVING PARTY

Date: \_\_\_\_\_

**NOTE: THE MANAGING AGENT MAY NOT REFUND THE DAMAGE DEPOSIT TO ANY PARTY UNTIL THIS SECONT IS COMPLETED BY THE SUPERINTENDENT AND RETURNED TO THE OFFICE OF THE MANAGING AGENT BY THE SHAREHOLDER OR SUBTENANT.**

TO BE COMPLETED BY THE SUPERINTENDENT AFTER MOVE-OUT OR MOVE-IN:

THE MOVE-OUT/MOVE-IN (CIRCLE ONE) OF THE ABOVE APARTMENT HAS TAKEN PLACE ON \_\_\_\_\_ (DATE) AND (CHECK ONE):

- ( ) NO DAMAGE HAS OCCURRED TO THE COMMON AREAS.
- ( ) THE FOLLOWING DAMAGES HAVE OCCURRED TO THE COMMON AREAS:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SUPERINTENDENT

\_\_\_\_\_  
DATE