

	<p>We're here to meet all your moving and property preservation needs.</p>
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PO Box 234 · Oregon, WI 53575 · 608.219.8074 phone · 608.835.3845 fax
www.icpropertymgt.com info@icpropertymgt.com

1. **Minimum on moves.** 4 hour minimum on all moves. You may cancel the move up to 4pm the business day prior to the scheduled move date with no penalty. If the job is not cancelled by 4pm the day prior to the move you will lose your deposit fee and the minimum fee will apply.
2. **Crew Rate.** The bank/law firm/landlord ordering the move is responsible for the time when the crew LEAVES our warehouse until they return, as well as the time to inventory all items at the warehouse. This does not include a lunch break, but does include the travel time to and from the job; and any waiting time required. The cost for each crew member is at \$50 per hour.
3. **Warehouse handling.** There is a 1000# minimum weight for all storage accounts. If the evictee's items weigh less than 1000#'s the bank/law firm/landlord ordering the move and evictee will be billed based on a 1000# weight. The cost for handling is at \$5.00 CWT. per each 1000#s. Bank/law firm/landlord ordering the move is responsible for warehouse handling on the shipment.
4. **Warehouse Storage.** The 1000# minimum weight applies to warehouse storage. The cost for storage is at \$ 5.00 CWT. per each 1000#s. Bank/law firm/landlord ordering the move is responsible for the 1st month's storage on the shipment. If/ when the evictee pays their storage bill in full the 1st month of storage **will be** reimbursed back to the bank/law firm/landlord ordering the move.
5. **Packing/box charges.** Bank/law firm/landlord ordering the move is responsible for Carton/packing Charges. Chart of charges listed on page 2.
6. **Vehicle towing.** Vehicles that are abandoned on the property are towed by Copus Towing and Recovery LLC at no charge to you. These vehicles are hauled away and the registered vehicle owner is responsible for the towing bill as well as the storage on the vehicle. There is no weight charge applied for towed vehicles. Boats, Trailers and special equipment may incur additional charges.
7. **Deposit Fee.** A \$400.00 deposit is REQUIRED 5 business days prior to the move. Without this deposit the move **will not** take place. This deposit will be applied to the move costs or refunded, dependent on cancellation policy and minimum charge less a \$50.00 administrative fee. If a reimbursement is due, you will receive it 15 days after the move was cancelled.
8. **Terms.** The charges are due within 30 days from invoice. Any charges not paid within that time will be subject to a 1.5% per month finance charge.
9. **Items not covered nor taken** by JC Property Management: flammables, explosives, ammo, moldy or bug infested material, Rusty or rotted materials, liquids, hypodermic needles, dirty dishes or appliances, soiled furniture, broken/damaged furniture/items, mattresses/box springs, soiled clothing, Box TV's, VHS tapes, Magazines, pets, food, debris or other items deemed dangerous/ unsanitary by our crew. Any remainder items left on the property are deemed trash and of no value and will not be removed nor covered by JC Property Management, LLC. JC Property is not responsible for any items the property representative requests to be left at the property.
10. **Service charges** may apply for guns, computers, other electronic items that require special storage or disposal.
11. **Attorney fees:** In the event it becomes necessary for JC Property Management, LLC to file an action or suit to recover payment from the undersigned responsible party pursuant to the terms of this agreement, then JC Property Management shall be entitled to an award of reasonable and actual attorneys' fees and costs incurred, including the actual costs of travel, should it prevail.
12. **Choice of law and forum:** This agreement shall be governed by and interpreted in accordance with the laws of the State of Wisconsin and any such dispute between the parties shall be brought in the Circuit Court of Dane County, Wisconsin.
13. The client/customer/landlord must list all evictees listed on the writ of assistance/restitution issued by the court. Either that or a copy of the writ must be provided. Failure to list any evictee means JC Property Management cannot be held liable to an unlisted evictee for failure to send notice prior to auction and that the person/company hiring JC Property Management will indemnify and hold harmless JC Property Management for any damages as a result of this failure.

Carton	Carton/Packing	Carton	Carton/Packing
Dish pack	\$39.68	Single Mattress	\$17.41
Book 1.5	\$9.42	Double Mattress	\$17.75
Medium 3.0	\$14.16	King/Queen Mattress	\$29.13
Carton 4.5	\$17.19	Mirror	\$34.16
Carton 6.0	\$19.50	Lamp	\$15.73
Wardrobe	\$20.83	Picture Box	\$45.76
Crib	\$10.35	Flat Screen	\$62.07

Initial Re-Key (2 doors)	\$130.00	Each add on lock \$36.40
Property Preservation	REO/Janitorial Services	Please call for estimate
Trash out (debris removal)	\$60.00 per cubic yard	Estimates upon request
Voluntary Key surrender	\$300	Cash for Keys add \$60
Vehicle, Boat, Trailer	Removal	Pricing – see #6 on page 1

I understand the above charges and agree to the payment terms:

Company: _____ Phone: _____

Attention: _____ Fax: _____

Address: _____

Responsible party ordering the move/additional service:

Signature: _____ Date: _____

Printed Name: _____

Date/Time Eviction is set for: _____

Evictee/s: _____

Address: _____

Please initial if you would like lock change services _____

If you are requesting services other than a move please specify here _____

Please fill out contract completely, call with any question that you may have. Thank you.

All moves are the financial responsibility of the bank/law firm/land lord ordering the move/service. All charges involved with the move include: handling fee, 1st month storage, time, cartons, packing & labor, service charges and additional services ordered. If/ when the evictee pays their storage bill in full the 1st month of storage **will be** reimbursed back to the bank/law firm/landlord ordering the move. JC Property is not responsible for the condition/damages the prior tenant/evictee left the property in. The deposit fee may increase the day of the move in order for the job to take place if

the crew arrives to the job site and they determine the move is a large move. Any changes to the contract must be done in writing. This is a binding agreement. Once hired the job will continue thru completion of the move.