



# Garthchester Realty Associates

440 Mamaroneck Ave, S-512  
Harrison, New York 10528  
T: (914)813-1900 or (914)725-3600

## Crest Manor Housing Corp.

### 13.0 MOVING & DELIVERIES:

- 13.1 All unit owners/tenants moving in or out of their units shall use the garage entrance and elevator on the south side of the building. This also includes occupants of all first floor units. All deliveries shall be brought in through the south side garage entrance and require a COI on file prior to delivery date, *sample COI provided on request.*
- 13.2 Any illegal move in or move out will be given a \$500.00 administrative fee.
- 13.3 Residents moving in or out of the Building must advise the Managing Agent of such move not less than 5 business days prior to the date and time of the intended move and post a \$1000.00 deposit in the form of a bank check or money order made payable to Crest Manor Housing Corporation to cover possible damages to the common areas of the building. A \$500 administrative fee will be incurred if owner/tenant moves in or out of their units without advance arrangements and a failure to leave a \$1000 deposit to the Crest Manor Housing Corporation.
- 13.4 Deliveries and any moving in or out of the building can only be scheduled Monday through Friday between the hours of 9:00 AM and 5:00 PM (excluding legal holidays) or a \$500 administrative fee will be imposed.
- 13.5 Unit owners/tenants shall be held liable for all damage to doors, public hallways, elevators and any of the common areas of the building and the cost of any necessary repairs shall be deducted from the deposited monies with the unused balance, if any returned. If no damage is incurred, the full deposited monies will be returned without delay to a unit owner. If no damage is incurred by a tenant, the full deposited monies will be returned when moving out of the building. All monies will be held in an escrow account.