



Garthchester Realty Associates

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Moves, Deliveries & Alterations Procedure

Please follow the below procedures pertaining to apartment moves, large deliveries, and alterations:

- Provide management with a \$500.00 deposit check made payable to **Hudson View Owners Corp.** This deposit will be returned after the superintendent inspects and confirms no damages during move in/move out.
- All moves and large deliveries must be scheduled in advance with the super and with the Managing Agent. All require a certificate of insurance confirmed prior to move or delivery date. To request a sample COI contact Dawn Levin at 914-813-1944 or email dlevin@garthchester.com. Samples can also be found on the Garthchester Website under the **Property Information** tab.
- Confirm directly with management that all required document(s) have been received and approved by the Board of Directors prior to your scheduled move, delivery, or work date.
- All vendors/contractors that attempt to access the property without notice and without approval will not be permitted to enter the building or perform work in the building.
- Moving is restricted to weekdays (Monday through Friday) between the hours of 9:00 AM and 5:00 PM (not including legal holidays). There are NO exceptions. All moves are coordinated by the Superintendent's Office by ap-appointment only. Please note that moves must be completed by 4:30 PM, there is a 30-minute grace period to allow the staff to inspect prior to the end of the workday. A \$500 move-in deposit is collected at all closings and \$250 will be refunded returned upon inspection for any damage. A \$500 move-out deposit is collected at all closings and \$250 will be refunded upon inspection for any damage.
- **The building staff does not have the authority to approve moves and deliveries without management's consent.**

Thank you in advance for your cooperation.