



Garthchester Realty

www.GarthchesterRealty.com

440 Mamaroneck Ave., Suite S 512
Harrison, New York 10528
(914) 725-3600 F: (914) 725-6453

98-20 Metropolitan Ave., Suite I
Forest Hills, New York 11375
(718) 544-0800

NOTICE TO ALL RESIDENTS

Re: MOVE IN/OUT & DELIVERY PROCEDURES: 9am – 6pm (No Weekends or Holidays)

Please be advised that all residents must arrange your **move in/out and deliveries with Rose Marie Sotero at 914-725-3600 ext. 115** or via email at rosemarie@garthchesterrealty.com. *In addition, after approved by Management, please call Super Office- 914-668-9396 and leave a message with the date and time.*

Please contact Rose Marie at least **ONE WEEK** before your move in/out and **THREE BUSINESS DAYS** before scheduled delivery date to be sure that date is available. A move in/out deposit in the amount of **\$500.00** is required. Check made payable to: 625 Gramatan Owners Corp. In addition to your deposit, you must provide a certificate of insurance from your moving company if you have professional movers.

The certificate* information is as follows and required for ALL MOVES AND/OR DELIVERIES.

CERTIFICATE HOLDER:

625 Gramatan Owners Corp.
c/o Garthchester Realty
440 Mamaroneck Ave., S-512
Harrison, NY 10528

ADDITIONAL INSURED:

1. Name of Resident, Address & Apt.#
2. 625 Gramatan Owners Corp.
3. Garthchester Realty

****Please be advised without the required form, the move and/or delivery WILL NOT BE PERMITTED*.***
If you are not hiring professional movers, insurance is still required, please contact Michele for a **Hold Harmless Agreement form and additional information.**

Once the move in/out is completed, you must contact Rose Marie in order to have your deposit refunded, if applicable. Once we verify with the Super that there were no damages, your refund request will be submitted to our Bookkeeper and mailed to you within **10 business days.**

Thank you for your anticipated cooperation.

Sincerely Yours,
Garthchester Realty
A/A/F 625 Gramatan Owners Corp.

