



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 1
Forest Hills, New York 11375
(718) 544-0800

NOTICE TO ALL RESIDENTS

Re: MOVE IN/OUT & DELIVERY PROCEDURES: 9am – 4pm (No Weekends or Holidays)

Please be advised that all residents must arrange your **move in/out and deliveries with Karina Ortiz** at **914-725-3600 ext. 220** or via email at karina@garthchesterrealty.com.

Please contact Karina at least **ONE WEEK** before your move in/out or 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: **The Blackstone Owners Inc.** 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. In addition, a sample COI is attached.

CERTIFICATE HOLDER:

The Blackstone Owners Inc.
c/o GARTHCHESTER REALTY
440 Mamaroneck Ave., S-512
Harrison, NY 10528

ADDITIONAL INSURED:

1. Name of Resident, Address & Apt.#
2. **The Blackstone Owners Inc.**
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 Karina for a **Hold Harmless Agreement form and additional information.**

Once the move in/out is completed, you must contact Karina 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**.

If you plan to mail or drop off your move in/out deposit the office is located at: **GARTHCHESTER REALTY ~ 440 Mamaroneck Ave., S-512, Harrison, NY 10528** or via **Fax # 914-725-6453**.

Thank you for your anticipated cooperation.

Sincerely Yours,
Garthchester Realty
A/A/F The Blackstone Owners Inc.

