# Garthchester Realty

www.GarthchesterRealty.com

| | |
|---|---|
| 440 Mamaroneck Ave., Suite S 512<br>Harrison, New York 10528<br>(914) 725-3600 F: (914) 725-6453 | 98-20 Metropolitan Ave., Suite 1<br>Forest Hills, New York 11375<br>(718) 544-0800 |

## ***NOTICE TO ALL RESIDENTS***

**Re: MOVE IN/OUT & DELIVERY PROCEDURES:  9am – 5pm (No Sundays or Holidays)**

Please be advised that all residents must arrange your **move in/out and deliveries with Steven Hegner at 914-725-3600 ext. 142** or via email at steven@garthchesterrealty.com.

Please contact Steven 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 Brentwood Condominium.**  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 Brentwood Condominium**
c/o GARTHCHESTER REALTY
440 Mamroneck Ave., S-512
Harrison, NY 10528

**ADDITIONAL INSURED:**
1. Name of Resident, Address & Apt.#
2. **The Brentwood Condominium**
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 Joe for a **Hold Harmless Agreement form and additional information.**

Once the move in/out is completed, you must contact Steven 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 Brentwood Condominium**