



Garthchester Realty

www.GarthchesterRealty.com

440 Mamaroneck Ave., Suite S 512
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Forest Hills, New York 11375
(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 Dawn Johnson-Banks at 914-725-3600 ext. 3220** or via email at dawn@garthchesterrealty.com.

Please contact Dawn 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 Dawn 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

