



# Garthchester Realty

www.GarthchesterRealty.com

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Forest Hills, New York 11375  
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## REQUEST FOR MOVE-IN/MOVE-OUT AND DELIVERIES

**NOTE: ALL THE MOVES AND DELIVERIES WILL ONLY BE ALLOWED BETWEEN THE HOURS OF 8:00A.M. TO 5:00P.M. MONDAY THROUGH FRIDAY. RULES FOR MOVES/DELIVERIES WILL BE STRICTLY ENFORCED. PLEASE NOTE THAT ANY MOVE/DELIVERIES THAT EXTENDS BEYOND THE PERMITTED TIME YOU WILL FORFEIT YOUR DEPOSIT.**

**Signature required:** \_\_\_\_\_

There is a \$500.00 security deposit required for security against possible damages. The refundable check should be made payable to **The Classic Condominium**. The Classic will not be held responsible for unforeseen delays or circumstances beyond the building's control, such as elevator out of service, weather related delays, etc.

Please inform your moving and/or delivery company to provide Evidence of Insurance Certificate to include workers' compensation, naming the Classic Condominium and its managing agent as additional insured. The COI should be emailed to [michele@garthchesterrealty.com](mailto:michele@garthchesterrealty.com). If the certificate is not provided prior to the move or delivery date, be advised that the move or delivery will not be permitted to take place. If the delivery or move is not completed by **5:00 p.m.** you will lose your \$500.00 deposit.

**Signature required:** \_\_\_\_\_

Resident Name \_\_\_\_\_ Unit # \_\_\_\_\_

Move-in date \_\_\_\_\_ Move-out date \_\_\_\_\_ Delivery date \_\_\_\_\_

Cell Number \_\_\_\_\_

**MOVE OUTS - A forwarding address is required. Please note if no damage occurs your damage deposit will be destroyed unless otherwise directed.**

Street Address \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Damage Deposit - \$500.00 – Payable to THE CLASSIC CONDOMINIUM**

Check Rcvd by \_\_\_\_\_ Date \_\_\_\_\_

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Inspection/Date \_\_\_\_\_ Time \_\_\_\_\_ Performed by \_\_\_\_\_

NOTE: IF MOVES OR DELIVERIES REQUIRE THE USE OF A HAND TRUCK OR A DOLLY, THE MOVING COMPANY MUST PROTECT THE CLASSIC'S CARPETING WITH MASONITE BOARDS. MOVING COMPANIES AND DELIVERY COMPANIES ARE REQUIRED TO ARRIVE AT THE BUILDING PREPARED WITH THEIR OWN HAND TRUCKS AND MASONITE BOARDS. UNIT OWNERS/RESIDENTS ARE REQUIRED TO INFORM THEIR VENDORS TO COME PREPARED. UNIT OWNERS WILL INCUR A FEE OF \$100.00 IF THE Classic CONDOMINIUM HAS TO SUPPLY THE MASONITE BOARDS. The \$100.00 FEE WILL BE CHARGES TO THE UNIT OWNERS' ACCOUNT.

Signature Required \_\_\_\_\_

Date: \_\_\_\_\_

**Damage Report:**

Location and items damaged:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Movers notified \_\_\_yes \_\_\_no

Contractor notified \_\_\_yes \_\_\_no

Resident notified \_\_\_yes \_\_\_no

Security check deposited (date) \_\_\_\_\_

**The Date of the Delivery the driver should go to the front desk to check in and the front desk personnel will direct him where to park the truck.**