



# Garthchester Realty

[www.GarthchesterRealty.com](http://www.GarthchesterRealty.com)

440 Mamaroneck Ave, Suite S512  
Harrison, NY 10528  
(914) 725-3600 F: (914) 725-6453

98-20 Metropolitan Ave. Suite 1  
Forest Hills, New York 11375  
(718) 544-0800

## MOVE-IN/MOVE-OUT POLICY

1. The Property Manager or managing agent has the right to deny entry to any worker who appears to be ill or cancel the move (as determined in their discretion).
2. All moves into or out of a unit must be scheduled and coordinated with the Property Manager at least fourteen (14) days prior to the move.
3. Moves must be conducted **Monday - Friday, 8:00am to 4:00pm** except for legal or building holidays. Any extension must be approved by the Property Manager.
4. The Property Manager will determine how long movers may remain in the building depending upon the circumstances.
5. No more than three (3) movers may be in the building at any time.
6. All moves must be conducted using the service entrance and the elevator designated by management. Use of the main lobby entrance, the stairs or any other elevator is strictly prohibited.
7. Movers are strictly prohibited from entering any portion of the building, not along the direct path of the move from the outside of the building to the unit in which the move is taking place.
8. The unit owner shall comply with all applicable provisions of law and shall require its moving company to also do so. In the event any fine, violation, penalty or fee is assessed against the building, its Board members, officers, employees, unit owners, residents, or managing agent, the unit owner shall pay the same or reimburse the party against whom it is imposed.





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9. All fees, reimbursement of expenses, security deposits, insurance, indemnities and/or releases typically required for moves into or out of the building shall continue to apply.
10. The Property Manager may require movers who do not comply with this policy to leave the building or may take other steps deemed necessary to protect the safety and health of its residents and employees.
11. Immediately following any move, the physical areas along the direct path of the move, including the building's service entry, service elevator and hallway shall be disinfected by a professional cleaning company hired by the building or its managing agent. The move to a new apartment owner shall be responsible for all costs and expenses associated with this cleaning.
12. **At least five (5) days prior to any move in-out or move to another unit, the person moving shall provide the managing agent with (2) checks payable to the Classic Condominium:**
  - **Refundable security deposit -\$500.00**
  - **Non-refundable move fee - \$500.00**

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

Moving or Delivery Company: \_\_\_\_\_ Date: \_\_\_\_\_

