



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

FIELDSTONDALE MUTUAL HOUSING COOPERATIVE, INC. MOVE IN/OUT* & DELIVERY PROCEDURES 8am – 4pm Monday - Fridays (no weekends or holidays)

Please be advised that all residents must arrange your **move in/out and deliveries with MICHELE LIDDY at 914-725-3600 ext. 121** or via email at Michele@garthchesterrealty.com.

Please contact Michele 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: FIELDSTONDALE MUTUAL HOUSING COOPERATIVE 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:

CERTIFICATE HOLDER:

FIELDSTONDALE MUTUAL HOUSING COOPERATIVE INC.
c/o GARTHCHESTER REALTY
440 Mamaroneck Ave., S-512
Harrison, NY 10528

ADDITIONAL INSURED:

1. Name of Shareholder(s)/Owner(s), Address & Unit#
2. FIELDSTONDALE MUTUAL HOUSING COOPERATIVE INC.
3. GARTHCHESTER REALTY

***MOVES are only permitted Monday – Thursday. 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 Michele for a **Hold Harmless Agreement form**.*

Once the move in/out is completed, you must contact Michele in order to have your deposit refunded, if applicable. Once we verify and receive the inspection form from the Super that there were no damages, your refund request will be submitted to our Bookkeeper and mailed to you within 10 business days. **Please note, a carpet inspection must be completed before a move in deposit is returned.**

**Failure to notify management of a scheduled move and obtain an inspection will automatically result in forfeiture of the fee.*

Thank you for your anticipated cooperation.

Sincerely Yours,
Garthchester Realty
A/A/F FIELDSTONDALE MUTUAL HOUSING COOPERATIVE INC.

