



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 I
Forest Hills, New York 11375
(718) 544-0800

NOTICE TO ALL OWNERS/RESIDENTS

MOVE IN/OUT & DELIVERY PROCEDURES: 9am – 5:00pm (No Weekends or Holidays)

Please be advised that all owners/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. A **\$1,500 (non-refundable)** move-out fee made payable to **Hampshire House Condominium** is due at closing from the **Seller** and a **\$1,500 (non-refundable)** move-in fee made payable to **Hampshire House Condominium** is due at closing from the **Purchaser**.

Please contact Dawn at least **ONE WEEK** before your move in/out or scheduled delivery date to be sure that date is available. A *refundable security deposit* in the amount of **\$500.00** is to be provided by **each Seller and Purchaser** upon receipt of approval of the application. The security is not a limitation on the amount which Hampshire House may seek to collect from Seller or Purchaser for damage caused by such party. In the event that seller fails to provide the security deposit prior to moving out, any damage caused to the common space shall be assessed as an open common charge at closing. Check made payable to: **Hampshire House 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:

HAMPSHIRE HOUSE CONDOMINIUM

c/o GARTHCHESTER REALTY

440 Mamaroneck Ave., S-512

Harrison, NY 10528

ADDITIONAL INSURED:

1. Name of Resident, Address & Unit #

2. **Hampshire House Condominium**

3. GARTHCHESTER REALTY





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****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 Dawn 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 **\$500.00** deposit refunded, if applicable. Once we verify 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 Hampshire House Condominium

