



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

NOTICE TO ALL OWNERS/TENANTS

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

Notwithstanding the rental of any unit, the owner remains responsible for the payment of all common charges, assessments, etc and for any damage or nuisance caused by the tenant and for any fines or penalties assessed as a result of any conduct of the tenant.

Units may only be rented by an owner. Tenants have no right to sublet any unit.

Approval of any application to rent a unit is contingent upon the payment of the annual rental fee by the Owner payable to "Hampshire House Condominium" in the amount of 3 months common charges at the time of the approval of the application and at the annual anniversary thereafter for so long as the unit is rented. The initial fee shall be paid upon receipt of notification of approval of the rental. The fee shall thereafter be due on the annual anniversary of the approval for so long as the unit is rented. Failure to pay the initial fee shall result in a revocation of the approval and/or the assessment of monetary penalties as a common charge in the amount of \$100 per month for each month the fee is not paid. In addition interest at the legal judgment rate of interest shall be assessed as a common charge for each month (or part thereof) the fee is not paid.

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 *refundable security deposit* in the amount of **\$500.00** is required, upon receipt of notice of approval of the application ~ 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.





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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

****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

