

# MOVING PROCEDURES

Whether moving in or out, all current and new residents must schedule the date with the Superintendent. The procedure is as follows:

1. ***Determine a Date:***

- a. **At least one week before the move** call the Superintendent to arrange a date. (914)-693-0981. Be sure the Superintendent confirms the date is available. Moves must be completed within the hours of 9AM and 5PM, Monday through Friday, excluding legal holidays.

2. ***Notify Management:***

- a. **At least one week before** the move, and after the moving date is confirmed, prepare a written notice to management, which should include:
  - i. Name of Resident/new resident; building; apartment number
  - ii. Contact telephone number of resident/new resident
  - iii. Name, address and telephone number of Moving Company
  - iv. Confirmed date of move
  - v. Forwarding address (Move-Outs only)

3. ***Security Deposit:***

- i. Attach a check that will serve as a security deposit for potential damages; the check will be returned after the Superintendent or a representative inspects the premises.
- ii. The security deposit for a move-in or move-out is \$1,000 payable to Hastings House Tenants Corp.

4. ***Attach Required Mover Documents***

a. ***If Hiring a Move-in Company:***

- i. It is the responsibility of the resident to send to Garthchester Realty documented proof that the moving company carries current General Liability Insurance and has current Workers Compensation Insurance certificates. **SEE ENCLOSED PAGE FOR INSTRUCTIONS**

b. **If you are self-moving:**

- i. Please complete and sign the enclosed indemnification form.

5. **New (moving in)** residents should send the required (2-4 above) in one of the following ways:

- a. **Mail:** Garthchester Realty Attn.: David 209 Garth Rd Scarsdale NY 10583
- b. **E-Mail:** david@[garthchesterrealty.com](mailto:david@garthchesterrealty.com)
- c. **Fax:** 914-725-6453
  - i. **Deposit will still need to be either mailed in or dropped off in our office regardless of which method of delivery you choose.**

6. **Failure to Follow Rules:**

- a. Shareholders that do not comply with the moving procedures, will forfeit their deposit in full. If a deposit was not posted, it will be added as a line item on the maintenance invoice and will become due along with the maintenance.

## ON MOVING DAY:

1. If, during the move, any damage is done to any part of the building, the cost of repairs will be deducted from your deposit. If the repairs exceed the amount of your deposit you will be billed the difference as a line item on your maintenance invoice.
3. ABSOLUTELY NO MOVING IS PERMITTED THROUGH THE FRONT ENTRANCE. All moving must be through the side basement doors.
4. In order to obtain reimbursement of your move-in/move-out deposit, you must contact the managing agent, advising them that you have completed your move. If all is in order, your deposit will be returned.

## INFORMATION FOR THE MOVING COMPANY

**Dear Resident,**

Please provide a copy of this page to your moving company prior to the scheduled move in/out. Your move in/out request will not be processed if the required certificates of insurance indicated below are not provided, or is completed incorrectly.

**To the Mover:**

The Hastings House Cooperative requires that you provide documents to serve as proof that you hold current General Liability Insurance and Workers Compensation Insurance certificates covering all employees, contractors or subcontractors engaged in the scheduled move in/out. Please ensure this document is faxed to 914-725-6453.

On your Certificate of Liability Insurance, please list the following additional insured under "Description of Operations"

- a. Name of Resident/New Resident, Address and Apt #. \_\_\_\_\_,
- b. Hastings House Tenants Corp C/O Garthchester Realty.
- c. Garthchester Realty

The Certificate Holder of your Liability insurance and Worker's Compensation insurance should be as follows:

**Certificate Holder:**  
Hastings House Tenants Corp.  
c/o Garthchester Realty  
209 Garth Road  
Scarsdale, NY 10583

## **HOLD HARMLESS AGREEMENT**

Hastings House Tenants Corp  
C/O Garthchester Realty  
209 Garth Rd  
Scarsdale NY 10583

Unit Owner/Tenant(s): \_\_\_\_\_ Unit# \_\_\_\_\_

To the fullest extent permitted by law, shareholder (s) agree to indemnify, defend and hold harmless the Cooperative and/or Managing Agent from any and all claims, suits, damages, liabilities, professional fees including attorneys' fees, costs, court costs, expenses and disbursements related to death, personal injuries or property damage (including loss of use thereof) arising out of or in connection with the performance of the work of the contractor and/or hired individuals, its agents, servants, subcontractors or employees, at premises owned by unit owner/tenant (s) and/or the common area of the cooperative corporation.

This agreement to indemnify specifically contemplates (1) full indemnity in the event of liability imposed against the Cooperative and/or Managing Agent without negligence and solely by reason of statute, operation of law, or otherwise, and (2) partial indemnity in the event of any actual negligence on the part of the Cooperative and/or Managing Agent causing or contributing to the underlying claim, in which event, indemnification will be limited to any liability imposed over and above that percentage attributable to actual fault, whether by statute, by operation of law, or otherwise.

\_\_\_\_\_  
Shareholder

\_\_\_\_\_  
Moving Company (If applies)

\_\_\_\_\_  
Date