



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

MOVE IN/OUT & DELIVERY PROCEDURES: 8am – 4pm (No Weekends or Holidays)

Please be advised that all residents must arrange your **move in/out & 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 payable to: **Longacre Gardens Corp.** In addition to your deposit, you must provide a **certificate of liability insurance (COI)** from your moving company if you have professional movers.

The COI information is as follows and required for ALL MOVES AND/OR DELIVERIES:

CERTIFICATE HOLDER:

Longacre Gardens Corp.
c/o GARTHCHESTER REALTY
440 Mamaroneck Ave., S-512
Harrison, NY 10528

DESCRIPTION of OPERATIONS/ADDITIONAL INSURED:

1. Name of Resident, Address & Apt.#
2. **Longacre Gardens Corp.**
3. GARTHCHESTER REALTY

****Please be advised without the required form(s), the move and/or delivery WILL NOT BE PERMITTED.**** If you are not hiring professional movers, insurance is still required. Please fill out a **Hold Harmless Form** and submit a copy of your **Homeowners Insurance (declaration page)** and submit to Michele at Garthchester Realty.

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

Thank you for your anticipated cooperation.

Sincerely Yours,
Garthchester Realty
A/A/F Longacre Gardens Corp.

