



Garthchester Realty

www.GarthchesterRealty.com

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Scarsdale New York 10583
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Forest Hills, New York 11375
(718) 544-0800 F:(718) 520-7673

NOTICE TO ALL RESIDENTS

Re: MOVE IN/OUT & DELIVERY PROCEDURES: 9am – 4:30pm (No Weekends or Holidays)

Please be advised that all residents must arrange your **move in/out and deliveries with Joe Kissh at 914-725-3600 ext. 139** or via email at joek@garthchesterrealty.com.

Please contact Joe 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 **\$1,000.00** is required ~ Check made payable to: **River Terrace Apartments, 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. In addition, a sample COI is attached.

CERTIFICATE HOLDER:

River Terrace Apartments, Inc.
c/o GARTHCHESTER REALTY
209 Garth Road
Scarsdale, NY 10583

ADDITIONAL INSURED:

1. Name of Resident, Address & Apt.#
2. **River Terrace Apartments, Inc.**
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 Joe for a **Hold Harmless Agreement form and additional information**.

Once the move in/out is completed, you must contact Joe 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**.

If you plan to mail or drop off your move in/out deposit the office is located at: **GARTHCHESTER REALTY ~ 209 Garth Road, Scarsdale, NY 10583** or via **Fax #914-725-6453**.

Thank you for your anticipated cooperation.

Sincerely Yours,
Garthchester Realty
A/A/F River Terrace Apartments, Inc.

