



280-290 COLLINS OWNERS CORP.

MOVING-IN - MOVING-OUT, and DELIVERY REGULATIONS

- All moves and large deliveries must be scheduled in advance with the super and with the Managing Agent. All require a certificate of insurance confirmed prior to move or delivery date. To request a sample COI contact Meagan Collins at 914-813-1945 or email mcollins@stillmanmanagement.com. Samples can also be found on the Stillman Website under the **Property Information** tab.
- Furniture, large appliances and other large items may only be taken in or out of the buildings through the service entrances. Notice of all such deliveries or property removal shall be given in writing to Management or staff on no less than two business days' notice, and such delivery or property removal shall be subject to such conditions as management or staff shall provide.
- The moving of households into and out of the building shall only be permitted on Monday through Friday (except holidays) between the hours of 9AM and 5PM. Written notice must be given to the Superintendent and the Managing Agent on no less than two business days prior to such move, with or after the payment of such fees and security deposit as may be set and required from time to time by the Board of Directors, and which security deposit or an amount equal thereto in addition to any non-refundable fee, may be forfeited as liquidated damages for any material violation of the moving procedures.
- Before a move date can be scheduled you must submit the following to Stillman Management:
 1. A refundable move deposit of \$750.00
 2. A completed move-in Request and Authorization form.
 3. A Certificate of Insurance from your mover naming the unit owner as named insured and 280-290 Collins Owners Corp. and Stillman Management Realty Corp., as additional insured. (These forms can be sent directly to Stillman Management by your mover.)
 4. An executed Indemnification Agreement

WITHOUT THE PROPER CERTIFICATE OF INSURANCE AND THE HOLD HARMLESS AGREEMENT SIGNED YOUR REQUEST WILL NOT BE PROCESSED.

Deposit will not be returned until the super inspects the property after the move.