



Garthchester Realty Associates

440 Mamaroneck Ave, S-512

Harrison, New York 10528

T: (914)725-3600/ F: (914)725-6453

MOVE IN/OUT & DELIVERY PROCEDURES:

9am – 5pm (No Weekends or Holidays)

Please be advised that all residents must arrange your **move in/out & deliveries** and **submit all documents to Michele Liddy** via mail or email at mliddy@garthchester.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: **3636 Greystone Owners, Inc.** 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:

3636 Greystone Owners, Inc.

c/o GARTHCHESTER REALTY ASSOCIATES

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DESCRIPTION of OPERATIONS/ADDITIONAL INSURED:

1. Name of Resident, Address & Apt.#

2. **3636 Greystone Owners, Inc.**

3. GARTHCHESTER REALTY ASSOCIATES

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 Associates.

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 was no damage, 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 Associates

A/A/F 3636 Greystone Owners, Inc.

