



Moves, Deliveries & Alteration Procedures

Procedures pertaining to moves, large deliveries, and alterations. Please follow the steps below:

1. Provide management with alteration application (if applicable), \$500.00 deposit check made payable to **575 Bronx River Owners Corp.**, evidence of Liability *and* Worker's Compensation insurance for the moving or delivery company, vendors, or contractors. *Contact Management for sample COI.*
2. Confirm directly with Management that all required document(s) have been received and approved by the Board of Directors prior to your scheduled move, delivery, or work date.
4. In the event emergency work is required to protect the health and safety of residents or the physical structure of the building, the Board of Managers and Management must be notified as soon as possible after the work is done.
5. All moves & deliveries must be made through the side entrance door. No move or delivery will be allowed through the front door.
6. **\$600 refundable Move In-Move Out deposit pending confirmation of no building damages.**

All moves, deliveries, & alterations must be completed between 9:00AM and 5:00PM Monday through Friday. Moves, deliveries, and/or alterations are not permitted on Saturdays, Sundays, or Holidays. The building staff does not have the authority to approve moves and deliveries without management's consent.

If you need additional information, please contact Sheronda Robinson, Property Manager, at telephone number 914-813-1935 or by email at srobinson@stillmanmanagement.com.

Thank you in advance for your cooperation.