



## Moves, Deliveries & Alterations Procedure

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Please follow the below procedures pertaining to apartment moves, large deliveries, and alterations:

- Provide management with a \$500.00 deposit check made payable to **Hudson View Owners Corp.**, evidence of Liability *and* Worker's Compensation insurance for the moving or Delivery Company, vendors, or contractors. Certificate(s) should list the property, address and Stillman Management Realty Corp. as additionally insured. E-mail certificate(s) to Dawn Levin at dlevin@StillmanManagement.com or fax to her attention at (914) 813-1919.
- 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.
- All vendors/contractors that attempt to access the property without notice and without approval will not be permitted to enter the building or perform work in the building.
- **All moves, deliveries, & alterations must be completed between 9:00AM and 4:00PM 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.**

Thank you in advance for your cooperation.