

New Promulgated House Rule  
MOVE IN/MOVE OUT POLICY

---

The following procedures and rules must be followed by any shareholder or other authorized occupant of the premises proposing to move-in or move-out with furniture and other household possessions:

1. Move-in and move-out are permitted only on weekdays between the hours of 8:00 a.m. and 4:00 p.m. Further, no move (either In or Out) may commence at the building later than 1:00 p.m.
2. The moving party must notify this managing agent and the building superintendent in writing at least five (5) business days in advance of the proposed move date and identify the moving company involved. All moves must be via the side door.
3. The application to either move or sublet must be accompanied by a certified check from the moving party in the amount of \$500.00 to the order of Westbrook Tenants Corp. as a security deposit to cover any damage during the move, ( \$350 is refundable) if no damages is done to the common area. The managing agent may use all or a portion of the deposit to perform repairs to any damage done to the common areas in the course of the move. The deposit ( or any portion thereof) may also be declared forfeit in the sole discretion of then Directors, for any willful violation of these requirements, which result in inconvenience to the shareholder or building personnel. Any balance of the deposit will be refunded by the agent. Excess damage will be collected from the shareholder. All amounts payable hereunder may also be charged to the account of the shareholder as “additional rent”.
4. Two (2) days business prior to any move there must be delivered to the Managing Agent by the moving company a certificate of insurance covering Westbrook Tenants Corp.
5. Prior to the actual movement of furniture into or out of the building, the moving company representative must accompany the managing agent or building superintendent on an inspection of the delivery path to ascertain any pre-existing damage to the building .The managing agent or building superintendent will do an inspection after the move as soon as is practicable.
6. The moving company will provide Masonite for floor covering to protect the carpeting and tile in the basement lobby, apartment landing areas, halls and other common areas.
7. No move-in or move-out will be permitted if there are any outstanding sums owing to Westbrook Tenants Corp. referable to the subject unit. Anyone who violates the move-in/ move-out policy will be assessed \$50.00

\_\_\_\_\_  
Purchaser’s Signature ( Move-in)

\_\_\_\_\_  
Sellers’s Signature ( Move-out)

\_\_\_\_\_  
Co- Purchaser’s Signature ( Move-in)

\_\_\_\_\_  
Co- Seller’s Signature ( Move-out)

Please contact \_\_\_\_\_ at Stillman Management 914-813-\_\_\_\_\_, to coordinate a suitable move-in or move-out date with the Superintendent.