



PROUDLY SERVING THE REAL ESTATE COMMUNITY FOR OVER 50 YEARS

GRAMERCY ARMS CORP.  
102 East 22<sup>nd</sup> Street New York, NY 10010

### **MOVING PROCEDURES**

In an effort to help clarify the moving / delivery procedures in the building, the following represents the moving/delivery rules:

1. Move-in/move-outs and deliveries are allowed Mondays thru Fridays between the hours of 9:30 a.m. and 4:00p.m, **excluding** legal and/or union holidays.
2. Moving and delivery appointments must be made at least 48hours prior to the intended move to the super.
3. The moving/delivery company must provide a Certificate of Insurance to the Managing Agent in an amount not less than 1,000,000 liability, at least 48 hours prior to the move/delivery. The insurance must have the following requirements:

#### ***Description of Operation:***

Gramercy Arms Corp, Midboro Management Inc. and shareholder/tenant as additional insured

#### ***Certificate Holder:***

Shareholder/Resident:

Name:

Address:

4. For all moves a \$500 money order, bank or certified check, payable to the Gramercy Arms Corp. and must be given to the Managing Agent as a deposit against possible damage and staff overtime, at least 48hours prior to the move.
5. A \$25 per hour fee will be deducted from the above \$500 deposit for each hour or portion thereof that the staff member must be available to guard the entrance doors and prevent unauthorized people from entering the building and to monitor damages.
6. Anyone who moves in or out of the building without first scheduling the move with the superintendent, or after 4:00p.m on weekdays or at any time on Saturday, Sunday or Union/Legal Holidays, or who violates the above listed procedures in anyway will be charged \$250 as liquidated damages, **plus** \$100 per hour or portion thereof for the duration of the move.
7. If this procedure **is not** followed, the Superintendent will deny the movers access into the building. Shareholders are responsible for their subtenants in obeying these rules.

8. These procedures are not limited to initial occupancy or final vacancy, but shall apply to any significant (multiple items of furniture or boxes of contents) removal or arrival of contents, furniture or appliances.
9. Deliveries of purchased furniture or appliances do not require a deposit but are limited to weekdays **only** and the Superintendent **must** be notified for deliveries of large items that require elevator protection.

Thank you for your cooperation.

AGREED AND ACCEPTED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Shareholder Signature