



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:

8am – 4pm (No Weekends or Holidays)

Please be advised that all residents must arrange your move-in/out & deliveries with Michele Liddy at 914-725-3600 ext. 3121 or via 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** deposit in the amount of **\$500** is required ~ Check payable to: **Longacre Gardens Corp.** IF you are **moving out**, a move-out deposit in the amount of **\$500** will be added to your account.

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:

Longacre Gardens Corp.

c/o GARTHCHESTER REALTY ASSOCIATES

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DESCRIPTION of OPERATIONS/ADDITIONAL INSURED:

1. Name of Resident, Address & Apt.#
2. **Longacre Gardens Corp.**
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 provided on the Garthchester Realty Associates @ www.garthchester.com and submit a copy of your Homeowners Insurance (declaration page) to Michele at Garthchester Realty Associates.

Once the move-in is completed, you must contact Michele in order to have your deposit refunded, if applicable. Once we verify with the Resident Manager that there was no damage, your refund request will be submitted to our bookkeeper and mailed to you within **10 business days**. Move-out deposits will be refunded at the your closing.

Thank you for your anticipated cooperation.

Sincerely Yours,

Garthchester Realty Associates

A/A/F Longacre Gardens Corp.

