

## **GUIDELINES FOR MOVING & DELIVERIES**

### **322 West 57<sup>th</sup> Street Condominium**

**322 West 57<sup>th</sup> Street**

**New York, NY 10019**

**Phone (212) 581-8973**

**Fax (212) 245-5881**

All residents **must** provide notice to the management office to schedule moves and deliveries at least seven (7) business days in advance. Please contact Kokona Sclavos, Asst. Property Manager, by email at [KSclavos@akam.com](mailto:KSclavos@akam.com) or by phone at **212-581-8973 x3** to coordinate your move and/or delivery. Upon scheduling, please provide the moving/delivery company's phone number. An insurance certificate must also be furnished by the move/delivery date, by the move/delivery company.

### **Move-In/Move-Out's – are only permitted as follows:**

- Monday through Friday: 9:00 A.M. to 5:00 P.M. Sharp
  - Saturday: 9:00 A.M. to 1:00 P.M. (Based on Availability)
  - **Sunday & Holidays: No moves are permitted**
- Unit Owners/Tenants must provide Kokona Sclavos of the Management Office with a certified check or money order (**no cash**) in the amount of **\$500.00** representing a (**non-refundable**) move in/move out processing fee payable to: **322 West 57<sup>th</sup> Street Condominium**
- Unit Owners/Tenants who do NOT provide a Certificate of Insurance must provide the Management Office with a certified check or money order in the amount of \$500.00 representing a (**refundable**) security deposit check payable to: **322 West 57<sup>th</sup> Street Condominium**
- The moving company must furnish a Certificate of Insurance with a **minimum of \$1,000,000 of liability insurance per occurrence and evidence of Workman's Compensation providing for the statutory limits.**
- The moving company must provide and use **Masonite** from the service elevator landing to the unit door, to protect the hallway floors.

### **Large Store Deliveries - (i.e. furniture & appliances) may be scheduled during the following hours:**

- Monday through Friday: 9:00 A.M. to 5:00 P.M. Sharp
  - Saturday: 9:00 A.M. to 1:00 P.M. (Based on Availability)
  - **Sunday & Holidays: No moves are permitted**
- The delivery company must furnish a Certificate of Insurance with a **minimum of \$1,000,000 of liability insurance per occurrence and evidence of Workman's Compensation providing for the statutory limits.**
- The delivery company must provide and use **Masonite** from the service elevator landing to the unit door, to protect the hallway floors.