



**Move Out Procedures**

All Move-Ins/Move-Outs must be scheduled with on-site management one week in advance. You may contact the On-Site Manager Marisa Goldman at (845)517-0849 or email [marisa@hellmanmanagement.com](mailto:marisa@hellmanmanagement.com) to schedule your move.

Moves may only take place between the hours of 8:30a.m. and 9:00p.m. Monday through Friday. If a move is not completed by 9:00 pm, the Condominium Board reserves the right to charge a fee for each additional hour. Unauthorized moves will be stopped immediately by the building staff.

The following is required from both Buyer and Seller and must be submitted to Hellman Management prior to scheduling of all moves:

- 1.) A \$500 refundable deposit for self-move or \$350 refundable deposit for a moving company made payable to The Gardens at Palisades Condominium
- 2.) Before starting any move-in or move-out, you will furnish to Majestic Property Management Corp., Certificates of Insurance for Comprehensive Liability, Bodily Injury and Property Damage in the amount of \$1,000,000.00; Combined Single Limit, including Completed Operations Coverage and Workers Compensation which will be maintained at all times by you as long as your workers are engaged in the performance of a move. The liability Insurance policies shall designate the condominium, The Gardens at Palisades Condominium and the Management Company, Hellman Management LLC., 100 Snake Hill Road, West Nyack, NY 10994, as additional named Insured. Please inform the moving company that they must include the address of the building your unit number and your name on the certificate. The certificate may be faxed to (845)353-9603 or emailed to [teamoffice@hellmanmanagement.com](mailto:teamoffice@hellmanmanagement.com).

The deposit is refundable upon completion of your move-in/move-out. An inspection by the Superintendent is necessary after the move is complete. If there is no damage to the Common Areas of the building, a refund will be processed within (30) days of notification from you and confirmation from the superintendent. Sellers must provide a forwarding address for the processing of move refund. If damage to common areas occurs during your move, the cost to repair such damage will be deducted from your deposit. In the event the cost of the repair exceeds the deposit amount, the balance shall be charged to the responsible seller or buyer.

**RESIDENTS FORWARDING ADDRESS FOR THE MOVE-OUT DEPOSIT**

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Residents Signature

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Date