



Tenant Move-In/ Move Out Procedures

All Move-Ins/Move-Outs must be scheduled with on-site management one week in advance. You may contact Hellman Management or email teamgap@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 Tenant and must be submitted to Hellman Management prior to scheduling of all moves:

- 1.) A check made payable to The Gardens at Palisades Condominium in the amount of \$500, representing the Move In/Out Deposit. **DEPOSIT IS HELD FOR THE TERM OF THE LEASE**
- 2.) Before starting any move-in or move-out, you will furnish to Hellman Management., 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 always maintained by you if 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., 6 Old Lane Road, Valley Cottage, NY 10989, 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 emailed teamgap@hellmanmanagement.com.
- 3.) Schedule Pre Move Inspection & After Move Inspection.

The deposit is held for the term of the lease and returned upon completion of your 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. Tenant must provide a forwarding address for the processing of move refund. If damage to common areas occurs during your move and Guest Pass is not returned the cost to repair/replace 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 Owner of Unit.

FOR MOVE OUT FORWARDING ADDRESS

Residents Signature _____ Date _____