



MORTON BARROW OWNERS CORP
63-69 MORTON STREET & 83-89 BARROW STREET

TO: All Residents

RE: Move In/Out Policy and Delivery of Large Items

1. All moves and large deliveries are to be coordinated through the Superintendent at least 3 business days prior to the scheduled move, Joe O’Gara 347-331-3930 or joethesuper@live.com.
2. Fees:
 - a. A deposit of \$400.00 will be required prior to either moving in or moving out, payable to **Morton Barrow Owners Corp.**
 - b. A move-in/out **fee** of \$100.00 will also be required prior to either moving in or moving out, also payable to **Morton Barrow Owners Corp.**
3. All tenants/owners must do a walk through with the Superintendent after the move. After the resident moves in/out, and if no damage has been incurred (confirmed by Superintendent), \$400.00 will be refunded to the resident. Damage incurred during moves will be paid out of the deposits.
4. Moving in or moving out can take place only Monday thru Friday (9AM to 4PM) during the superintendent’s work hours and under the Superintendent’s supervision. Additionally, you may move on a Saturday (10AM-3PM). However, Saturday and/or times outside of those listed are not during the Superintendent’s scheduled work hours. The Resident will be required to make arrangements with the Superintendent’s consent whereby he will be paid for his off-hours services.

5. Moving companies must be certified and bonded to the Corporation's requirements.
 - a. Certificate Holder: Sequoia Property Management, 241 Lexington Avenue, Suite R, Mount Kisco, NY 10549
 - b. Additional Insureds:
 - i. Morton Barrow Condo,
 - ii. Morton Barrow Owners Corp,
 - iii. Sequoia Property Management
 - iv. Shareholder (if sub- leasing)
6. Please provide moving company's insurance certificate to Sequoia Property Management with a copy to the Superintendent.
7. Upon moving out, all security key fobs and keys must be returned to the Superintendent.

Should you have any questions or need additional information, please do not hesitate to contact me, at oren@sequoiaproperty.com

Oren Shapiro

Managing Agent