



50 Plainfield Drive  
Bedford Hills, NY 10507

Phone: (914) 888-2099  
Fax: (914) 377-5411

## Move In/Out Form (see procedures on back)

**Circle One:** Resident will be MOVING IN / MOVING OUT / ACCEPTING FURNITURE DELIVERY

Preferred Move Dates: Option 1: \_\_\_\_\_ Option 2: \_\_\_\_\_

Unit #: \_\_\_\_\_ **Circle Preferred Time Frame:** 9am-1pm **or** 2pm-5pm  
**(NO MOVE CAN CONTINUE AFTER 5PM)**

Name: \_\_\_\_\_ Saturday 9am-2pm  
**(NO MOVE CAN CONTINUE AFTER 2PM)**

Phone # / E-mail: \_\_\_\_\_

Please be advised if you are scheduling a move in/out a 7 day notice must be given by filling in the form and returning it to the managing agent with a Security Deposit for \$500 (**payable to Riverview Club Condominium**). You will be notified of your final move date within 48 hours. As part of the move in/out procedure an ID of the above named individual must be left with the front desk personnel on the day of the move. Once the move in/out occurs an inspection of the premises will take place. If Resident (or Resident's mover) causes damage during the move in/out, the Resident will be held responsible to pay costs associated with repairing such damage. Cost for such damage will be deducted from the Security Deposit. Damages will not be limited to the Security Deposit. If there is no damage, the Security Deposit will be returned in a timely fashion.

Please provide a Certificate of Insurance if you will be using a certified moving or delivery company.

### Certificate of Insurance Information:

Certificate Holder: Riverview Club Condominium  
1155 Warburton Avenue  
Yonkers, NY 10701

### Description of Operations:

Riverview Club Condominium, The Ferrara Management Group, Inc., and (**insert resident name**) as additionally insured. Property Location: 1155 Warburton Avenue, (**insert Apt. #**), Yonkers, NY 10701. Date of Move/Delivery: (**insert date**)

Please fax Certificate of Insurance to the Management Company at (914) 377-5411

I hereby agree to the House Rules and Regulations of Riverview Club Condominium. I also confirm, that I have read the procedures located on the back of this page and will also abide by them.

Agreed by: \_\_\_\_\_

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

(Turn over for Procedures)

# Move In/Out Procedures

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1. Check in with front desk personnel prior to starting move
2. Residents must provide ID to obtain usage of the designated freight elevator
3. All moves must use P2 garage level
4. Resident/Mover is responsible to protect common areas of the property during a move
5. All boxes or other moving materials must be removed from common areas once the move is complete. Boxes must be cut, tied up and left on the P1 parking level in the garbage area, next to the garbage entrance. Furniture and/or large bulky items must be taken to the dumpster located outside of P1.
6. Inspection of common areas must be made by building personnel prior to return of ID and Security Deposit (before and after the completion of the move)
7. All moves must occur within the allotted time frame:

Monday-Friday (9am-1pm or 2pm to 5pm)

Saturday (9am-2pm)

**NO MOVE WILL BE ALLOWED TO CONTINUE AFTER ALLOTTED  
TIME FRAME, SUNDAY AND/OR HOLIDAYS**

**NO EXCEPTIONS**

8. Move In/Out questions should be addressed to Melissa Paupst at 914-888-2099 or Mpaupst@Ferraramgmt.com.
9. **Failure to abide by the rules and regulations will result in a \$500 fine**