

218-220 OWNERS CORP.

MOVE-IN / MOVE-OUT PROCEDURES

At least 24 hours prior to moving in or moving out of the building, the property manager, Robert Eberhart, must receive a Certificate of Insurance from your moving company, naming Robert Eberhart Real Estate and 218-220 Owners Corp. as an 'Additional Insured'. There are no exceptions to this requirement.

Please contact your actual move-out/move-in day with the superintendent, Jorge Barbosa, at (917) 373-5008. Moving is allowed only during normal business hours – between 9am and 5pm on weekdays. Weekend or holiday move-out/-in is not permitted.

If you have any questions or concerns, please contact Mr. Eberhart at (212) 734-3272 or (212) 734-3397. The office fax number is (212) 734-8449.