

Moving Policy

1. All moves in and out of the building - for shareholders and/or subletters - require a \$100 non-refundable fee plus a \$200 deposit, for a total of \$300. The deposit will be refunded after inspection of the unit, elevator and the public areas. The deposit will be returned via refund check thirty (30) business days following the move, provided that no damages are sustained. In the event that substantial damage occurs as a result of any move, the shareholder will be responsible for covering the damage at cost. This includes responsibility for moves related to approved subleases.
2. Fees must be paid by certified check, payable to West Gate House, Inc., in order to reserve the elevator for a move-in or move-out. For those moving into the building, a certified check is required as part of one's complete application to the Cooperative Corporation for purchase or sublease.
3. All moves in or out of the building are coordinated through Siren Management Corporation. Arrangements must be made with both Siren and the Superintendent at least 72 hours in advance. Please contact Siren Management Corporation at 212-483-0700 and the Superintendent, Sam Rosario, at 646-709-7481, to schedule your moving date. In addition, moves in or out of the building require use of protective pads in the elevator.
4. Please schedule your move between the hours of 8:30 am and 4:30 pm, Monday-Friday. Move-in and move-out appointments will not be permitted to start after 1:00 pm. All moves must be finished by 4:30 pm. There is no moving in or moving out on weekends or holidays. Failure to comply with these hours of operation will result in the forfeiture of the deposit.
5. Only one move-in or move-out appointment will be granted per day. Moves by multiple shareholders and/or subletters on the same day are not permitted.
6. Your moving company must issue a certificate of insurance naming you as an insured, as well the West Gate House Cooperative Corporation, the Cooperative Board of West Gate House, Inc. and Siren Management Corporation as additional insured's. All certificates of insurance must be faxed to Ricki Kosik of Siren Management Corporation (fax number – 212.344.2950) at least five (5) business days prior to your moving date.
7. Boxes, cartons and other refuse may not be left in the building's hallways, lobbies or other public spaces and must be disposed of properly and in compliance with recycling requirements during and after a move.

8. West Gate House, Inc. is not responsible for any shareholder or subtenant property left remaining in the building's rental storage units, bicycle rooms or elsewhere following a move out.
9. Unit owners moving from one unit to another are subject to these rules.

I have read these regulations and agree to be bound by them.

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|------|---------------------------|---------------------------|
| Unit | Applicant #1 Name (print) | Applicant #2 Name (print) |
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|------------------------|------------------------|
| Applicant #1 Signature | Applicant #2 Signature |
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| Date | Date |
|------|------|