

## Move-In / Move-Out Policy

1. All moves into the building - for shareholders and/or subletters - require a \$100 non-refundable fee plus a \$100 deposit, for a total of \$200. 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-in, 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. A certified check payable to West Gate House for \$200 is required upon submission of an application for purchase or sublease to the Cooperative Corporation.
3. There is no separate fee for moving-out.
4. All moves in or out of the building are coordinated through Siren Management Corp. Arrangements must be made with both Siren and the Superintendent at least 72 hours in advance to reserve the elevator for a major move-in or move-out. Please contact Siren Management Corp at 212-483-0700 and the Superintendent, Bashkim Djonbalaj, at (347) 906-0503 to schedule your moving date. In addition, moves in or out of the building require use of protective pads in the elevator.
5. 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.
6. Only one move-in or move-out appointment will be granted per day. Moves by multiple shareholders and/or subletters on the same day is not permitted.
7. 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 and Siren Management Corp as additional insured's. All certificates of insurance must be sent to Sam Ma at Siren Management Corp at least five (5) business days prior to your moving date.
8. Boxes, cartons and other refuse must be disposed of properly and in compliance with recycling requirements during and after a move.
9. Unit owners moving from one unit to another are subject to these rules.

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