

MASTER APTS., INC.
310 Riverside Drive, New York NY 10025

MOVE-IN / MOVE-OUT GUIDELINES and APPLICATION

Apt #: _____ Date: _____

Name: _____

Work #: _____ Home #: _____

Cell#: _____ Email Address: _____

Move-IN Date _____ or Move-OUT Date _____

Expected Time of Arrival: _____ Estimated Length of Move: _____

A professional moving company must provide Management with a Certificate of Insurance (COI) naming the following three parties as Additional Insured's:

Master Apts., Inc. 310 Riverside Drive New York, NY 10025
Orsid Realty Corp., 1740 Broadway 2nd Fl. New York, NY 10019
Name of Shareholder or Subtenant, as an additional insured.
Name of Landlord, as an additional insured, if applicable.

Certificate Holder

Master Apts., Inc. c/o Orsid Realty Corp.
1740 Broadway 2nd Fl.
New York, NY 10019

A minimum of three (3) business days prior to your move you must submit the following:

1. A copy of the Certificate of Insurance from your mover.
2. This Move-in/out Application
3. Two checks – one for the security deposit and another for the moving fee (see below).

A mover will not be allowed on the premises without the application, COI correctly completed, and payment and security deposit submitted.

You may submit the Application and the Certificate of Insurance as follows:

1. Leave at the Concierge Desk at the Master Apartments, 310 RSD: attention Grazyna Cyprys
2. Fax these documents to the Management Office at 212-866-8709.
3. Scan the documents and email to Grazyna Cyprys at gcyprys@orsidr.com

Checks payable to Master Apts., Inc. are to be left at the Concierge Desk, attention: Grazyna Cyprys.

Non-refundable Moving fee: \$250 for studios and \$500 for all other apartments.

Refundable Security Deposit: \$1,000 (is returned once building staff verify no damage has occurred.)

If your address and apartment number are printed on the checks, please include either a copy of the application or a cover note with your address and apartment number.

The freight elevator is available for your mover:

**Monday thru Friday between of 9:00 AM and 4:00 PM, however
NOT on major government or religious holidays.**

Approved by _____
Building Manager/Assistant Building Manager

Date: _____