

***** Westchester Gardens Moving In or Moving Out Procedures*****

If you are planning to move in or out of Westchester Gardens, you are required to notify the Management office (328-6962) and Dominic Totino (664-2565), the building Superintendent, with your planned moving date so the entry doors, lobbies, doors and hallways can be prepared and protected.

***** Moving is permitted Monday – Friday *****

There are no move-ins or outs permitted on a Saturday, Sunday or on a major holiday. Shareholders are required to post a \$750 refundable move-out deposit payable to Westchester Gardens Owners Corp., before your move and deliver the check to Josephine Vieni at the management office 7 Bryant Crescent 1-C.

New shareholders post a \$750.00 refundable move-in deposit at your closing. Move-in deposits will be refunded, once there is confirmation there was no damage to the entry doors, lobbies and hallways, your apartment is inspected by the Superintendent to confirm the apartment is in compliance with the Westchester Gardens Owners., House Rules that require 80% of the wood floors throughout the apartment to be carpeted, there is an operative smoke and carbon monoxide detector and the Superintendent has keys for emergency access. The move-in deposit refunded amount is \$500. Due to COVID Protocol, coverage and supervision during the move, the Corporation is charging a \$250 move-in or out fee.

If you are using a moving company, the company is required to provide a Certificate of Insurance as per the sample on the Westchester Gardens website page.

Pandemic Protocol is being enforced. A moving company that does not adhere to the Westchester Gardens mask requirement will be stopped and the shareholder could forfeit their move-in deposit. If a resident is having friends or family helping them move, everyone that participates in the move must adhere to CDC guidelines and the Westchester Gardens rules that require a mask or face covering at all times in the common areas of the building.

***** CON EDISON, AND VERIZON CABLE SERVICE *****

New shareholders should call Con Edison, (718 222-7178) to set up an electric and gas account for your new apartment. Westchester Gardens is prewired for Verizon FIOS cable television and internet. www.verizon.com