

*** 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 (914-328-6962) and Dominic Totino (914-664-2565), 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, Inc. 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, hallways and your apartment is inspected by the Superintendent to confirm the apartment is in compliance with the Westchester Gardens Owners.

House Rules require 80% of the wood floors throughout the apartment be carpeted, there is an operative smoke and carbon monoxide detector and the Superintendent has keys for emergency access.

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.

*** CON EDISON AND SPECTRUM ***

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 Spectrum television and internet. Please call (855-860-9068) or visit www.spectrum.com