

**\*\*\* Tudor Arms Moving In or Moving Out Procedures\*\*\***

**If you are planning to move in or out of Tudor Arms, you are required to notify the Management office (328-6962) and Jose Marroquin, the building Superintendent, with your planned moving date so the hallways and elevators can be prepared and protected. Jose Marroquin's contact info is in your welcome packet that you received at your closing.**

**\*\*\* Moving is permitted Monday – Friday only (9:00 a.m to 5:00 p.m)  
No Move Ins or Move Outs on Saturday, Sunday or Holidays \*\*\***

**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 Tudor Arms 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 elevators, hallways and your apartment is inspected by the Superintendent to confirm the apartment is in compliance with Tudor Arms Owners Corp. House rules 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.**

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

**\*\*\* CON EDISON, AND OPTIMUM CABLE SERVICE \*\*\***

**New Shareholders should call Con Edison, (718 222-7178) to set up an electric and gas account for your new apartment. Tudor Arms is prewired for Optimum cable television and internet. Please call (866-347-4784) or visit [www.optimum.com](http://www.optimum.com)**