

**TO: ALL SHAREHOLDERS AND SUB LESSEES**

**FROM: BOARD of DIRECTORS**

**MOVE-IN/MOVE-OUT AND DELIVERY PROCEDURES**

The Corporation established, in July 2000, moving procedures for Linwood Park.

**THE ALLOWABLE TIMES FOR MOVING-IN AND MOVING-OUT AND DELIVERIES ARE:**

**MONDAY-FRIDAY 9A.M TO 5P.M.**

**SATURDAY 10A.M TO 3P.M.**

**NO MOVES OR DELIVERIES PERMITTED ON SUNDAYS AND HOLIDAYS**

1. A move is considered to be the movement of a significant amount of personal belongings whether or not in boxes or a few large items into or out of the building by using either the staircase or elevator. These items include household furniture and major kitchen appliances.
2. Submit a Move-in/Move-out or Delivery application to the Business Office at 3091 Edwin Avenue no later than seven days prior to the date upon which you seek to move. Moves will be scheduled on a first come first serve basis. The form can be obtained at the Business Office.
3. The occupant (owner or subtenant) is required to submit the form along with a Certified Check or Official Bank Check deposit of \$500, payable to 1170 Apartment Corp. and delivered by mail or hand to the Business Office during business hours no later than seven days prior to the move date desired. This includes all first floor apartments.
4. A Linwood Park employee, both before and after the move, will inspect the elevator, staircase, and surrounding areas to determine whether damage had occurred.
5. On the day and time of the scheduled move a Linwood Park employee will install elevator padding for the protection of the upgraded elevator and the convenience of the mover, and then remove the padding at the end of the move.
6. Persons moving in or out or have any deliveries who do not comply will be fined \$500. per occurrence (with the amount charged to the shareholder's maintenance bill) irrespective of whether damage had occurred. In the event it is necessary to institute legal action, legal fees and costs will be assessed against the Shareholder and/or Sub lessees.
7. Residents are encouraged to notify the Business Office immediately at 201-944-2038 or 201-944-7135 if unauthorized moving is occurring in their building. This is recognizable by persons moving a significant amount of personal belongings into or out of the building without padding installed in the elevator.

This procedure was approved by the Board of Directors of Linwood Park because it aims to protect the interests of the Shareholders by collecting reimbursement from those persons who cause damage to our property.

# 1170 APARTMENT CORP.

LINWOOD PARK  
COOPERATIVE  
APARTMENTS  
3091 EDWIN AVENUE,  
FORT LEE,  
NEW JERSEY 07024  
TEL. (201) 944-2038  
FAX (201) 944-1141

APPLICATION MOVE-IN /OUT/DELIVERIES/REMOVALS/RENOVATIONS  
THE ALLOWABLE TIMES ARE:

MONDAY-FRIDAY 9 A.M. TO 5 P.M.  
SATURDAY 10 A.M. TO 3 P.M.

**NOTHING PERMITTED ON SUNDAYS AND HOLIDAYS**

Shareholder  Move-In  Furniture Removal   
Sub Tenant  Move-Out  Furniture Delivery

Applicant:  
Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Linwood Park Address:  
Number / Street \_\_\_\_\_ APT. # \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Current or Forwarding Address:  
Number / Street \_\_\_\_\_ APT. # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

**The Move** (circle choice)  
I / we plan to (move-in / move-out) on \_\_\_\_\_  
between the hours of \_\_\_\_\_ and \_\_\_\_\_. I / we the undersigned (will hire a professional moving  
company / will not hire a professional moving company) to assist us in the move. It is understood  
and agreed that if my moves causes any damages to any public areas of 1170 Apartment Corp.  
restoration costs will be deducted from my deposit. I / we agree to pay additional damage costs if  
they exceed the amount of the security deposit.

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

This form should be completed and submitted with a Certified Check or Official Bank  
Check of \$500 payable to 1170 Apartment Corp. no later then seven (7) days prior to  
moving. A Linwood Park employee will install elevator padding to protect the elevator. If  
no damages occurred to 1170 Apartment Corp. property the deposit will be returned within  
two (2) weeks.

\*\*\*ALL SALES AND SUBLETS Please call the Business Office at 201-944-2038 to  
confirm move-in and move-out dates.\*\*\*

\*\*\*ALL DELIVERIES AND FURNITURE REMOVAL Please call the Maintenance  
Office at 201-944-7135 to confirm a date.\*\*\*

**NOTE:** For residents who have multiple moving days and multiple  
delivery days, each day **MUST** be scheduled with the office.

Date Received \_\_\_\_\_ By \_\_\_\_\_