

# OSSA PROPERTIES, INC.

301 EAST 66<sup>TH</sup> STREET  
NEW YORK, NY 10065

(212) 879-6198  
FAX (212) 879-2698

## MOVE-IN AND MOVE-OUT PROCEDURES

1. Hours for move-in/move-out are 9:00 a.m. until 4:30 p.m. Monday through Friday.
2. No move-ins or move-outs are permitted on weekends and holidays.
3. A \$500.00 moving deposit in ~~certified check or money order~~ <sup>Personal check</sup> payable to 301 East 66<sup>th</sup> Street Condominium Association is to be submitted to the Management Office (Ossa Properties, Inc. - 301 East 66<sup>th</sup> Street, New York, NY 10065) at least 7 business days prior to moving date. Deposit will be refunded after verification from the Superintendent that the move caused no damage in the building.
4. **CERTIFICATE OF INSURANCE FROM THE MOVING COMPANY IS MANDATORY. NO CERTIFICATE, NO MOVE.**

The insurance certificate must list the following as additional insured:

- A.) 301 East 66<sup>th</sup> Street Condominium Association
- B.) Ossa Properties, Inc.
- C.) Owner/Landlord's name: \_\_\_\_\_  
301 East 66<sup>th</sup> Street, Apt#\_\_\_\_, New York, NY 10065

\*\*\* Please note that proof of Workers Compensation and Disability is required and must be noted on the Certificate of Insurance.

Have the moving company fax a copy and mail a copy of the insurance certificate to: Ossa Properties, Inc. - 301 East 66<sup>th</sup> Street, New York, NY 10065. Attn: Anthony Barrett. Fax number: [REDACTED]

To make sure that you get the date that you want please schedule with the Superintendent, Andrew Losso, Tel.# [REDACTED] at least 7 business days in advance. Please keep in mind that the end of the month is a busy time for moving.

I have read and understood the above.

\_\_\_\_\_  
TENANT (Please print your name and sign on top of it)

cc: Management  
Maintenance

/movingform.301 (Last Revised: 05/21/2001)

### Forwarding info (in applicable):

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel#s:

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

## move-in/out authorization

Issued On: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

301 EAST 66<sup>T</sup> STREET, NEW YORK, NY 10065

APARTMENT NO.: \_\_\_\_\_

MOVE-IN/OUT DATE: \_\_\_\_\_

AUTHORIZED BY: \_\_\_\_\_

Managing Agent