

MARLBOROUGH HOUSE OF PALISADES PARK
CONDOMINIUM ASSOCIATION INC
333 Grand Avenue
Palisades Park, NJ 07650

Move In/Out Procedure

The following lists the requirements which must be satisfied prior to moving into or out of the Marlborough House Condominiums:

- 1) **Schedule a Move Date:** Schedule your date as far in advance as possible. Two moves are scheduled per day, Monday through Friday. A single move is permitted on Saturdays. Scheduling is done on a first come, first serve basis. The morning time slot is from 9:00 am to 12:00 noon. The afternoon time slot is from 1:00 pm to 4:00 pm. As a single service elevator services all moves, deliveries and maintenance needs of the Condominium, there is very little flexibility available within this schedule. To schedule please submit move in/out request form with fee and deposit. Note: The reservation is for use of the Condominiums loading dock. The elevator itself will most likely be shared with other deliveries, vendors and Condominium service staff as needed.
- 2) **Move In/Out Fee:** The Move In fee is **\$150.00**/Move Out fee is **\$100.00**. For Move-ins, a check in this amount, made payable to the Marlborough House Association. For Move-outs, personal checks will be accepted up to two-weeks prior to your move. **Within two weeks of your move only certified bank checks or money orders will be accepted.** No moves will be permitted without prior receipt of the fee.
- 3) **Refundable Move In/Out Deposit:** The Move In/Out deposit is \$500.00 For Move-Ins, a check in this amount, made payable to the Marlborough House Association. Personal checks will be accepted up to two-weeks prior to your move. **Within two weeks of your move, only certified bank checks or money orders will be accepted.** No moves will be permitted without prior receipt of the deposit.

*Note: The deposit checks are returned within 30-60 days from the date of your move. **Please remember to leave a forwarding address with Management.***

- 4) **Insurance:** Your moving company must provide a Certificate of Insurance, naming The Marlborough House of Palisades Park Condominium Association and SMA Management Inc. as 'additional insured' prior to the move. The Certificate should name the Marlborough House of Palisades Park Condominium Association as the Certificate Holder. Please include move date and unit number somewhere on The

Certificate. The Certificate may be faxed to the SMA Management Office at (646)741-3181.

- 5) **Hallway Protection and Damages:** All hallway flooring must be covered and protected from damage during a move. Management will inspect the condition of the hallway both before and after the move. The cost to repair any damages will be deducted from the Security Deposit and any remaining balance will be returned to the resident. If you see any pre-existing damages in the hallway, it is your responsibility to notify Management **before** your move takes place.

Any questions regarding the above procedure should be directed to the SMA Management Office at (646) 568-5717.