

Winston Towers 200 Association

MOVE IN/MOVE OUT ELEVATOR RESERVATION

UNIT NUMER: _____ RESIDENT NAME: _____

DATE OF MOVE: _____

MOVE IN TIME: _____ MOVE OUT TIME: _____

- MOVES ARE PERMITTED MONDAY TO FRIDAY – NO WEEKENDS
- START TIME IS 9:00 AM BUT NO LATER THAN 1:00 PM
- MOVERS MUST STOP BETWEEN 5:30 PM TO 6:30 PM
- (\$20.00 CHARGE CONTINUOUS THROUGH THIS HOUR)
- ALL MOVES MUST BE FINISHED BY 8:00 PM – NO LATER

REQUIREMENTS:

- \$500.00 Security Check is required one week in advance of the move, payable to Winston Towers 200 Association, Inc.
- \$300.00 Cash, of which, the following will be deducted: \$20.00 per hour for staff time from start time given (4 hour minimum) plus \$20.00 for placement and removal of carpet protection for hallways. This money is to be received also one week in advance of the move.
- Certificate of Insurance, from the Moving Company, naming the following must be faxed to 201-224-0921 or emailed to kguzman@taylormgt.com:

Winston Towers 200 Association, Inc.
and Taylor Management Company
as additional insureds
80 S. Jefferson Road, Ste. 2nd Floor
Whippany, NJ 07981

FOR MOVE OUTS:

- All Keys tags, WT200 ID Cards, and Palisadium Cards must be turned into the Management Office prior any monies being returned. There will be a \$40.00 fee, paid by check to Winston Towers 200 Association, Inc. for any key tag(s) not returned, which will be deducted from the cash deposit. (Please note that this fee will not be returned later should the key tag be recovered.)
- If you are moving out but still own the apartment, please be certain to leave your forwarding address with the Management Office.

200 Winston Drive, Cliffside Park, New Jersey 07010

An inspection of all common areas will be done immediately following the move. If your movers cause any damage to building property, you will be responsible for the repair costs. After the move is completed, you should stop by the Management Office to pick up your security and monies remaining from the cash.

CHECK RETURNED: _____

CASH RETURNED: _____

DATE: _____

RETURNED TO (Resident's Signature): _____

TIME MOVE STARTED: _____

TIME MOVE ENDED: _____

INSPECTED BY: _____

WT200 Employee Signs Here (Please include amount paid for this move.)

/fbm

Dated: October, 2015