

SIRIUS LLC

2109 Broadway
New York, NY 10023

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TO: ALL RESIDENTS OF THE ANSONIA

FROM: MANAGEMENT OFFICE

Re: Moving In and Out of the ANSONIA, Plus Large Item Deliveries

REVISED PROTOCOL

Dear Resident/Unit Owner,

Any person(s) wishing to move into or out of the **ANSONIA** must first confirm said move with the Management Office. This helps avoid creating elevator overbooking problems. While you will not have exclusive use of the elevator, we will try to get you moving as quickly as possible.

Any moving contractor working at the **ANSONIA** must first provide the Management Office with a certificate of insurance *before* any moving work is done. Said certificate names the contractor as the insured policy holder. You list the individual(s) contracting for the work, plus the location itself, as certificate holder. **You must list SIRIUS, LLC and ANSONIA CONDOMINIUM as additional insured.** The contractor must have at least one million dollars occurrence and workers' compensation coverage. Please provide a general description for the contracted work on the certificate area noted DESCRIPTION OF OPERATIONS.

All contractors and residents are subject to the building service elevator hours. Elevator # 8 runs from 8:00 a.m. to 4:00 p.m., Monday through Friday. ***If your move extends beyond the time limit, you are responsible for an elevator usage charge. This will be at forty dollars an hour, for a minimum of four hours.*** You must provide the elevator operator or Management Office with a check for one hundred sixty dollars, made out to **ANSONIA CONDOMINIUM**, before we provide further elevator use. Please note the check is for elevator overtime usage in the check memo area.

A refundable deposit to cover possible damage is required. If your apartment is 1,000 square feet or less, the refundable move-in/out deposit, payable to ANSONIA CONDOMINIUM, is \$500. If your apartment measures more than 1,000 square feet, the refundable move-in/out deposit, payable to ANSONIA CONDOMINIUM, is \$1000.

Beginning December 1, 2005, we are implementing moving-in and moving-out fees. These fees are to cover the costs of the freight operators. If your apartment is 1,000 square feet or under, the Condominium fee will be \$500.00. If your apartment is over 1,000 square feet, the Condominium fee is \$ 1,000. Moving out fees must be paid in advance with a Certified check or money order.

Before bringing in or removing any items from the building, you must follow certain protocol. Whether you are moving yourself or are using a moving contractor, either you or your contractor must lay down paper and Masonite protection from the freight elevator used, to the apartment. You or the contractor will not be allowed to begin said move without confirmation of the protective materials described above. The building may supply these materials to you or any contractor working in the building, at a cost of six hundred dollars. Should we determine this necessary, you must supply us with a teller's check or money order in said amount (\$600.), made payable to **ANSONIA CONDOMINIUM**, prior to the move start. We will remove the protective materials upon completion of the move.

Upon completing the move, either you or the contractor must take up the paper and protection. Either the moving contractor or resident must properly dispose of moving materials, such as boxes, cardboard wardrobes and large plastic bags. If the movers do not remove these materials at the time of the move completion, the resident should flatten and bind the boxes and wardrobes. You should then neatly place the bound materials in the compactor room. You or your contractor may access Elevator # 8 by going down the back alley way and through the garage. No one should ever block the alleyway, as it is a twenty-four hour a day thoroughfare. If either you or the contractor wishes to park in the garage or alleyway, you or the contractor must make a separate arrangement with the garage beforehand.

Large Item Deliveries

We require prior notification for any deliveries of large items that require the freight elevator. We require a Certificate of Insurance for the delivery and someone must be home to accept it. You or your delivery company may be required to provide protective covering for the path from the freight elevator to the apartment.

If you have any questions, please feel free to contact me.

Very truly yours,

Analia Morales
SIRIUS LLC
(212) 799-6671
Analia@siriusrealty.com

Summary of Guidelines for Move-Ins, Move-Outs and Large Deliveries

- **Elevator Hours** : 8:00 a.m. to 4:00 p.m., Monday through Friday
- **Elevator Overtime**: There will be a \$ 40.00/hour charge, minimum of 4 hours.
- **Elevator Use**: Provide date of use ahead of time to avoid elevator overbooking.
- **Protective Moving Materials**: If needed, the Building will provide **Masonite** at a non-refundable fee of \$600, to be made payable to **ANSONIA CONDOMINIUM**, in the form of a teller's check or money order.
- **Insurance**: Must provide an insurance certificate before the move or large delivery
 - **Protocol A)**: Must protect the work area path, with **Masonite** and paper.
 - **Protocol B)**: Must remove protection & packing materials upon move completion.
- **Large Item Delivery** : Instruction from Management office to be given in advance

Summary of Fees & Deposits for Move-Ins and Move-outs

- **Refundable Deposits:**
 - a): Refundable deposit of \$500., made payable to ANSONIA CONDOMINIUM for Move-Ins/Outs, If apartment is 1,000 square feet or less.
 - b): Refundable deposit of \$1000, made payable to ANSONIA CONDOMINIUM, if apartment is larger than 1,000 square feet.
- **Move Out Fees:**
 - a): Fee of \$500., made payable to ANSONIA CONDOMINIUM, *in the form of a teller's check or money order* , if apartment is 1,000 square feet or less;
 - b): Fee of \$1000, made payable to ANSONIA CONDOMINIUM, *in the form of a teller's check or money order*, if apartment is larger than 1,000 square feet.
- **Move In Fees:**
 - a): Fee of \$500., made payable to ANSONIA CONDOMINIUM, if apartment is 1,000 square feet or less;
 - b): Fee of \$1000, made payable to ANSONIA CONDOMINIUM, if apartment is larger than 1,000 square feet