

## Authorization for Moves\* or Large Deliveries

SEE REVERSE FOR A SUMMARY OF MHHC'S MOVING POLICIES

**THIS MOVING FORM MUST BE AUTHORIZED AND SIGNED BY MANAGEMENT TO AVOID SCHEDULING CONFLICTS REGARDING USE OF ELEVATORS**

Name (Please print): \_\_\_\_\_

Building #: \_\_\_\_\_ Apt. #: \_\_\_\_\_ Telephone #: \_\_\_\_\_ - \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_ : \_\_\_\_\_  
Date of Move or Delivery Day of Week Start Time End Time

Stockholder [ ] Other [ ] (Please explain) \_\_\_\_\_

Move In [ ] Move Out [ ] Transfer [ ] To: Building #: \_\_\_\_\_ Apt. #: \_\_\_\_\_  
From: Building #: \_\_\_\_\_ Apt. #: \_\_\_\_\_

Delivery [ ] Please give details) \_\_\_\_\_

**MAJOR MOVE** (More than 1 hour) [ ] **MINOR MOVE** (Less than 1 hour) [ ]

**ELEVATOR PADDING REQUIRED:** Yes [ ] No [ ]

**MOVING ENTIRE HOUSEHOLD:** Yes [ ] No [ ]

**OTHER MOVE** (Please specify): \_\_\_\_\_

**TENANT IS RESPONSIBLE FOR REMOVAL OF ALL PACKING MATERIAL FROM MHHC PROPERTY**  
[ ] Please acknowledge by initialing

Any exception to MHHC's Moving Policies requires special authorization from the Management Office.  
Such authorization must be given in writing and must be attached to this form.

Move authorized by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Management Office)

\*Affirmed by \_\_\_\_\_ (Required for moves only)  
(Sales and Transfer Office)

Contact numbers: Management Office Telephone – (212) 865-3631; Fax # (212) 866-8626  
Central Security Booth Telephone – (212) 222-1565

# MHHC POLICIES ON MOVES OR DELIVERIES

These policies apply to all moves and/or deliveries into or out of a building that will tie up an elevator for more than one hour.

1. Tenants wishing to move in or out of a building, or to have one or more large items delivered to or removed from a building, must obtain a **MOVE/DELIVERY AUTHORIZATION FORM (“Form”)** from the Management Office.
2. If a tenant is moving out, a cash deposit of \$200 is required. If a tenant is moving in, a check for \$200 payable to Morningside Heights Housing Corporation is required. The payment is due when the completed Form is presented to the Management Office for signature. If the Form is accepted and signed, the move will be scheduled. A copy of the signed form will be returned to the tenant. The \$200 payment will be held in escrow until the move has been completed.
3. Once the date of the move has been accepted, Management will instruct Maintenance to pad one of the two elevators in the building, and to assess the condition of the elevator cab. **The movers MUST use the padded elevator.** After the move has been completed and the pads have been retrieved by Maintenance, if the elevator cab has not been damaged the \$200 payment will be returned. If the pads are missing, and/or if there has been any damage to the elevator cab, the deposit will be retained and classified as additional rent.
4. On the day of the move, before moving any items into or out of the building, the tenant must present the signed Form to the Security Officer on duty. **The Security Officer will give instructions to the tenant and the movers on basement door security and on the proper parking spot for the moving van.**
5. All moves/deliveries must be made through the basement door. The tenant is responsible for seeing that the door is NOT left open or unattended during the move.
6. **AUTHORIZED MOVING/DELIVERY HOURS ARE:**
  - **9 AM – 5 PM Monday through Friday**
  - **For minor moves only (no more than two items):  
9 AM – 11 AM, and 2 PM – 5 PM, Saturdays**

**No moves/deliveries are permitted on Sundays.**

**No moves/deliveries are permitted on major holidays.**

Security Officers are instructed and authorized to stop all moves/deliveries at 5 PM. Tenants are advised to hire sufficient movers to complete their moves by that time.

**IMPORTANT NOTE – Security Officers are instructed and authorized to stop all moves/deliveries that do not comply with these rules.**

7. If any of these rules are broken, the Security Officer on duty will file a report, with copies sent to Management and to the tenant. Management will determine whether or not to retain the \$200 deposit; if retained, it will be classified as additional rent.