

Trump Village Estates

2915 WEST 5TH STREET • BROOKLYN, N.Y. 11224

ELEVATOR RESERVATION GUIDELINES-DELIVERIES/REMOVAL OF ITEMS

Security **CANNOT** permit a delivery or removal unless the Cooperator presents a letter of approval from the Management Office. All deliveries require a \$300.00 deposit or Certificate of Insurance. The deposit is returned upon the completion of the delivery or removal.

MOVING GUIDELINES

WITHOUT A PERMISSION SLIP, YOU WILL NOT BE PERMITTED TO RECEIVE A DELIVERY OR REMOVE ANY ITEMS. DELIVERIES ARE ONLY PERMITTED BETWEEN THE HOURS OF 9:00 A.M. THRU 5:00 P.M. MONDAY THROUGH FRIDAY ONLY.

NO FURNITURE REMOVALS OR DELIVERIES CAN BE MADE ON SATURDAYS OR SUNDAYS.

ALL DELIVERIES AND REMOVALS FOR 440,444 AND 448 NEPTUNE AVENUE MUST BE DONE THROUGH THE REAR SABBATH DOORS IN BUILDING 3A (444-448 NEPTUNE AVENUE, THE DAY CARE ENTRANCE) AND NOT THROUGH THE LOBBY DOORS OR THROUGH REAR EXIT DOORS

ALL DELIVERIES AND REMOVALS FOR 2915, 2925, AND 2935 WEST 5TH STREET BUILDINGS MUST BE DONE THROUGH THE REAR SABBATH DOORS IN BUILDING 5B1 (2925 WEST 5TH STREET) AND NOT THROUGH THE LOBBY DOORS OR OTHER REAR EXIT DOORS

ALL DELIVERIES AND REMOVALS MUST BE DONE USING PADDED ELEVATORS.

PERMISSION SLIPS WILL NOT BE GIVEN OUT THE DAY OF EXPECTED DELIVERY. WE MUST BE CONTACTED AT LEAST 48 HOURS BEFORE.

Approved by Administrative Office

Date of Approval

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ELEVATOR RESERVATION PERMISSION SLIP NEW MOVE-INS AND MOVE-OUTS

Security cannot permit a delivery or removal unless the Cooperator presents this letter of approval form. Failure to comply will result in a \$200.00 Administrative Charge.

MOVING GUIDELINES

Without this slip you will not be permitted to remove or receive a delivery. Deliveries are only permitted between the hours of 9:0 a.m. and 5:00 p.m. Monday thru Saturday only! Removals Monday thru Friday only.

ALL DELIVERIES MUST BE DELIVERED AT THE REAR OF THE BUILDING NOT THRU THE LOBBY DOORS. MUST USE PADDED ELEVATOR ONLY!

FAILURE TO COMPLY WILL RESULT IN A \$200.00 ADMINISTRATIVE CHARGE.

BUILDING _____ APT. _____ TELEPHONE _____

COOPERATOR'S
NAME _____

DESCRIPTION: _____	DELIVERY # OF PIECES _____
_____	REMOVAL # OF PIECES _____
_____	New Cooperator
_____	Vacating Apartment
_____	Renovation

One check or money order in the amount of \$300.00 and one for \$200.00 must be received for renovating, vacating or moving into Trump Village Section 3, Inc.

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prior to authorization for renovation, moving in and out. With regard to moving in or out, the \$200.00 check will be kept by the Cooperative, and the check or money order for \$300.00 will be returned if no damages are reported. Otherwise, the Cooperative will keep all monies. A security inspection will be performed before the money is returned.

Date _____ Time 9:00 a.m. to 5:00 p.m. Only

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