



## London Terrace Gardens

435 West 23<sup>rd</sup> Street New York, NY 10011  
Voice 212-243-7000 Facsimile 212-627-1141

# MEMORANDUM

**TO:** All London Terrace Gardens Residents  
**FROM:** Rose Associates, Inc  
**SUBJECT:** Moving/Delivery Policy

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You are reminded that you must schedule all move-ins/deliveries with the Management Office at least three days in advance.

Your moving/delivery company must provide a Certificate of Insurance naming London Terrace Gardens and Rose Associates, Inc. as additional insureds and evidence of Workmans Compensation/disability coverage before a freight pass can be issued. Since this usually requires several business days to obtain, please allow yourself time to obtain the certificate. Your contractor may fax the certificate to 212-627-1141. The certificate should indicate your address and apartment number, the date the move-out/delivery date and description of the job.

If the person(s) performing the move/delivery cannot provide a Certificate of Insurance, you must sign a Damage Waiver Form. The waiver will state that you will be personally liable for any damages that may occur to the building or any injuries that may occur as a result of your delivery/move. This waiver will only be accepted in the event your company does not have the ability to provide a Certificate of Insurance.

Please call the Management Office at 212-243-7000 Ext. 0 and speak with our receptionist to obtain a freight elevator pass at least one day before any moving or delivery is made.

**PLEASE NOTE – AN ELEVATOR PASS WILL NOT BE ISSUED WITHOUT EITHER A CERTIFICATE OF INSURANCE OR TENANT RESPONSIBILITY/DAMAGE WAIVER FORM FROM OUR OFFICE.**

Thank you for your attention to this matter.

MANAGED BY:

