

**GREGORY COMMONS
c/o DELEV CORP.
P.O. BOX 145
12 FURLER STREET
TOTOWA, N.J. 07512
973-785-0441 (F) 973-785-2078**

To: Current & Future Gregory Commons Residents

Re: Revised Move-In's / Move-Out Rules

To preserve the buildings aesthetic appeal, all residents are required to adhere to the following guidelines when moving-in or moving-out of the building:

1. Notice is to be given to the Management Office at least two weeks prior to any move. If such notice is not given, the Association has the right to not allow a move.
2. A \$250 move-in / move-out fee will be charged at the time of the move. In addition, a \$500 refundable deposit, either in the form of cash or certified check, is to be presented to the Superintendent or Tom Marsich of Delev Corp. prior to all moves. During the move if damage occurs to the property, including the common areas, limited common areas and the portions of Gregory Avenue for which the Association bears responsibility, the cost to repair the damaged areas will be deducted from the deposit. Should damage exceed \$500, the incremental cost above the \$500 deposit will be charged to the incoming resident's first month's maintenance charge (residents moving-out will receive a bill from the Association). The refundable deposit, net of assessed damages, will be returned within 5 business days after the move is complete.
3. Moves are to take place between Monday through Friday. Should a move need to take place on a Saturday, an additional \$300 non-refundable charge is due prior to the move. The Association would prefer all moves take place during the workweek, as the Superintendent is available to supervise. No moves are allowed on Sundays or holidays (no exceptions).
4. Moves are to take place between the hours of 8:00 AM and 6:00 PM. If a move goes past 6:00 PM, \$100 for every hour/partial hour past such time will be deducted from the deposit (e.g. if a move goes until 7:30 PM, \$200 of the deposit will be deducted from the deposit).
5. An inspection of the property (including the common areas, limited common areas and the portions of Gregory Avenue for which the Association bears responsibility) is required before and after all moves by the Superintendent and the resident (Saturday moves will require a staff member to inspect). It is the responsibility of the resident to note any existing damage prior to the move.

Upon completion of the move, the Superintendent must be notified so that the final inspection may be completed. If the Superintendent is not notified to provide an inspection after a move, the deposit will not be refunded.

6. Masonite is required to be placed over the carpeting where the move is taking place (the Superintendent will inform the resident where the masonite is required to be placed). Masonite will be provided by the Association before each move; however, it is not the responsibility of the staff to place down the masonite or remove the masonite at the end of the move. The installation of the masonite is to be inspected by the Superintendent before a move is to occur. The Association will not allow a move to occur until the masonite is placed down in the appropriate areas (no exceptions).
7. All elevator banks and lobby entrances are to be covered with the appropriate padding prior to each move (this will be provided by the Gregory Commons staff – if such padding is not installed, please notify the Superintendent prior to the move).
8. After a move, the resident is required to clean up all common areas affected by the move. This includes picking up and returning the masonite, removing all debris from the carpeting, wiping off smudges on the glass doors used, cleaning up scratches on walls, etc. The front door staff will provide the necessary items including a carpet sweeper, Windex, paper towels, etc.
9. No debris resulting from the move is to be placed in the hallway refuse rooms. All debris is to be brought down to the underground garage in the designated garbage area. If debris from a move is put in the refuse room or the common areas affected by a move and are not adequately cleaned, the Association will retain an additional \$100 from the refundable share of the deposit.
10. No items are to be left in the hallway or placed against any walls or doors during the move.
11. Attached are the refuse room guidelines for those residents that are moving into the complex. It is very important that these guidelines be followed as failure to do so may result in increased costs, health hazards, and safety concerns for the staff and your neighbors.

GREGORY COMMONS

MOVE IN / MOVE OUT FORM FACSIMILE TRANSMITTAL SHEET

TO: DELEV MANAGEMENT CORP.
FAX NO. (973) 785-2078

DATE _____

YOUR NAME _____

YOUR UNIT NUMBER _____ PHONE NUMBER _____

SUBJECT (circle one)

MOVE IN

MOVE OUT

Proposed Date

Moving CANNOT begin before 8:00 AM and should be completed by 6:00 PM.
An extension can be granted at the rate of \$100.00 per hour payable to
Gregory Commons Association. There is an additional charge of \$300.00 for
Moving on a Saturday. Moving is not allowed on Sundays and Holidays.

1. \$250.00 FEE FOR MOVING ACTIVITY – MADE PAYABLE TO GREGORY COMMONS CONDOMINIUM ASSOCIATION. PLEASE WRITE ON THE CHECK “MOVING ACTIVITY @ GREGORY COMMONS” ALONG WITH THE UNIT NUMBER.
2. CERTIFICATE OF LIABILITY INSURANCE from your moving company is required naming GREGORY COMMONS as “CERTIFICATE HOLDER” in bottom left corner of the form.
3. \$500.00 CASH DEPOSIT TO BE LEFT AT THE FRONT DESK PRIOR TO ANY MOVING ACTIVITY; REFUNDABLE UPON INSPECTION OF COMMON AREAS.
4. \$1,000.00 DEPOSIT IN CASH AND CASH ONLY IF YOU MOVER DID NOT DELIVER THE LIABILITY INSURANCE FORM TO US OR IF YOU ARE NOT USING PROFESSIONAL MOVERS.

ALL NECESSARY INFORMATION CAN BE FOUND ON THE
INTERNET www.gregorycommons.org