

Royal York Owners Corp.
425 East 63rd Street
420 East 64th Street
New York, New York 10065

MOVE-IN/MOVE-OUT PROCEDURES

1. All moves must take place Monday through Friday between the hours of 9:00 a.m. and 4:00 p.m.
2. All moves must be scheduled in advance with the Resident Manager. At least one weeks notice is recommended and dates are scheduled on a first come first serve basis. The resident manager can be reached at 21 2-644-4762.
3. A \$500 move-in/move -out fee is also to be paid to The Royal York Owners Corp. and delivered to the resident manager prior to moving. The fee will be returned if no damage occurs during the move.
4. A \$500 non-refundable move-in/move-out fee is also to be paid to The Royal York Owners Corp. and delivered to the Resident Manager prior to moving.
5. 3A certificate of Insurance from your moving company in the amount of \$1,000,000 must be supplied to the Resident Manager at the time you schedule your moving date with the Resident Manager. The Royal York Owners Corp. and Goodstein Management must be named as additional insured.
6. Under no circumstance will household items involved with a "move-in/move-out" be allowed entry or egress through the lobby. If a household item cannot be brought into the building, or vice versa, using the service ramp into the basement, entry can be gained into the basement via the garage. If the garage is used, usage must be under the supervision of a member of the buildings' staff assigned by the Resident Manager. This restriction applies to all moves including those to and from the first floor.

This restriction also applies to any large item not part of a move-in/move-out project. These special arrangements must be made in advance of any project.

7. IN NO EVENT WILL ANY LARGE ITEMS BE ALLOWED TO BE DELIVERED THROUGH LOBBY OF THE BUILDING AT ANYTIME.
8. All move-IN/MOVE-OUTS MUST be scheduled so that the move-in/move-out is completed by 5:00 p.m.
9. In the case of an unforeseeable event(s) that causes the delay of the completion of a move-in/move-out by 5:00 p.m., the resident will be charged for the overtime incurred by the corporation for the use of the building staff.
10. Masonite must be put down before all move-in/move-out projects commence to protect the common areas.
11. Under no circumstances will a move-in/move-out be allowed to start after 3:00 p.m.
12. Shareholders are legally and financially responsible for compliance by their subtenants occupancy.