



MOVE IN / OUT, APARTMENT STAGING, or FURNITURE / LARGE DELIVERIES

REQUIREMENTS FOR 300 WEST 23RD STREET OWNERS CORP.

300 West 23rd Street, New York, NY 10011

REQUIREMENTS MUST BE SENT AND FEES PAID IN ADVANCE BEFORE SCHEDULING A MOVE IN / OUT, APARTMENT STAGING, or FURNITURE / LARGE DELIVERIES.

A move in / out or apartment staging fee of \$300 (per occasion) and security deposit of \$1,000 (fully refundable if there is no damage caused) payable to **300 West 23rd Street Owners Corp** is required. The fee is for usage of the service elevator during move ins / outs, staging of apartments, and delivery and removal of big furniture or other large items.

NOTE: No fee and security deposit required for single furniture / large deliveries.

MANDATORY MINIMUM COVERAGE

1. Commercial General Liability Insurance: Minimum limit of \$1,000,000 per occurrence and \$2,000,000 in the aggregate, which insurance shall cover the following: premises and operations liability, products / completed operations, broad form property damage, broad form contractual liability, personal injury, and independent contractor's liability.
2. Automobile Liability: Covering owned, hired, and non-owned vehicles, with a minimum limit of liability of \$1,000,000.
3. Excess / Umbrella Liability: A limit of \$3,000,000 - \$5,000,000 per occurrence and a general aggregate of \$3,000,000 - 5,000,000.
4. Workers Compensation with statutory limit and employer's liability coverage of not less than \$500,000.

FOLLOWING MUST BE NOTED **"AS ADDITIONAL INSUREDS WITH REGARDS TO GENERAL LIABILITY PER FORM CG2033 WHERE REQUIRED BY WRITTEN CONTRACT"**

1. 300 West 23rd Street Owners Corp.
2. 300 West 23rd Street Condominium
3. Douglas Elliman Property Management
4. Name of Shareholder, Apartment #, 300 West 23rd Street, New York, NY 10021

Certificate Holder:

300 West 23rd Street Owners Corp
c/o Douglas Elliman Property Management
909 Third Avenue, 11th Floor
New York City, NY 10022

WHERE TO SEND REQUIREMENTS

Fee payments for Move In / Out and Delivery and Removal of Items Related to Staging of Apartment

If related to pending sales or sublease applications – provide copies of receipts of payment to BoardPackager. Otherwise, checks made payable to 300 West 23rd Street Owners Corp must be sent along with properly endorsed insurance certificate to below.

Insurance Certificates

Marylou Tapalla / Susan Dileo
Douglas Elliman Property Management Phone:
212-692-8421 / 212-692-8368
Email: Marylou.Tapalla@ellimanpm.com /
Susan.Dileo@ellimanpm.com

Joel Powers
Resident Manager
Phone: 212-243-3030
Fax: 212-243-3035
Email: resident.manager@300w23coop.com

