

TO: LENNARD OUTAR  
SUBJECT: MOVE INS/MOVE OUTS  
DATE: 03/22/01

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Please be reminded of the following steps to be taken for all move ins/ outs.



Moves:

1. All moves must be scheduled 48 hours in advance of the move. A Move Request must be given to all tenants moving in or out of the building. It must be fully completed and approved by you before scheduling the move.
2. No moves are permitted before 9:00am or after 4:30pm. No moves are permitted on Saturday or Sunday. Extraordinary exceptions can be made with written permission by Matthew Adam Properties.
3. The Superintendent must collect the following.

**a. One of the following:**

1. \$250 security deposit with a Certificate of Insurance OR,
2. \$500 security deposit

- b. \$300 non-refundable move fee
- c. Move Form (attached)

Check  
  


**CHECKS SHOULD BE PAYABLE TO LEX TENANTS CORP. ONLY BANK CHECKS, MONEY ORDERS OR CERTIFIED CHECKS WILL BE ACCEPTED.  
\*\*PERSONAL CHECKS CANNOT BE ACCEPTED.**

4. After the above is collected, the following must be done:

- a. The security deposit must be securely held until you have inspected the hallway and elevator for any damages. If no damages are found, the security deposit will then be returned to the tenant with a copy of the move form, approved by you.
- b. The move form and \$300 non-refundable move fee must be given to Matthew Adam Properties, Inc. for processing.

5. Please take note that if a tenant is renting a sponsor owned apartment, you cannot mandate the fees. Just simply note "No Payment -Sponsor Apartment" on the form after the move is completed.

If you have any questions, please feel free to call me. Thank you.

Lex/ gc/ movein-out

INITIAL: \_\_\_\_\_

**LEX TENANTS CORP.**

**REQUEST FOR BUILDING MOVES**

Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Telephone Number/Home: \_\_\_\_\_ Business: \_\_\_\_\_

Moving Company Name & Ph#: \_\_\_\_\_

Date of Requested Move: \_\_\_\_\_ Start Time: \_\_\_\_\_ AM or PM \_\_\_\_\_

Alternate Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ AM or PM \_\_\_\_\_

1. Your move is contingent upon receipt of (1) a **\$250 security deposit with a Certificate of Insurance OR a \$500 security deposit** against damages caused by you or your moving company, (2) a **\$300 non-refundable move fee**. Checks should be made payable to Lex Tenants Corp. and be personally handed to the Superintendent at 50 Lexington A venue, along with this form. **Only bank checks, money orders or certified checks will be accepted. PERSONAL CHECKS CANNOT BE ACCEPTED.**

2. No moves are permitted before 9:00am or after 4:30pm. You must be completed with your move by 4:30pm. No moves are permitted on Saturday or Sunday.

3. All moves must be scheduled at least 48 hours in advance. Arrangements should be made with the building superintendent, Lennard Outar. He can be reached at 212-228-0119. Door people or other building staff do not have the authority to permit a move.

4. It is your responsibility to measure your furniture to determine if it will fit in the elevator car (the dimensions are provided below). *We strongly advise you to verify your furniture sizes prior to scheduling a move.*

DIMENSIONS OF FREIGHT ELEVATOR CAR: DOOR OPENING: 3' wide by 7' high. CAB HEIGHT: 8'. INTERIOR, DOOR TO DOOR: 3' .WALL TO WALL: 4' .LENGTH, LEFT TO RIGHT: 5 1/2'.

If this document is not fully completed by the tenant, and then received and approved by the Superintendent (in accordance with the above stated rules), your scheduled move will not occur .

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ 50 LEX APT # \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**POST MOVE OUT INSPECTION**

This shall confirm that the move has been completed. I have inspected the service elevator and hallways and have determined:

APT.# \_\_\_\_\_ No damage has occurred: \_\_\_\_\_ Damage has occurred: \_\_\_\_\_

Describe damage: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent signature: \_\_\_\_\_ Date: \_\_\_\_\_

**LEX TENANTS CORP.**

**MOVE-IN AUTHORIZATION**

DATE: \_\_\_\_\_

TO SUPERINTENDENT OF  
50 LEXINGTON AVENUE  
NEW YORK, NEW YORK 10010

Name of New Shareholder(s) \_\_\_\_\_  
\_\_\_\_\_

Apartment: \_\_\_\_\_

Telephone No: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

**Please read the following rules and information to make your move as expeditious and problem free as possible.**

- 1) No Dogs allowed.
- 2) No move-ins or move-outs are permitted after 4:30 p.m. or before 9:00 a.m.
- 3) No moves are permitted on Saturday or Sunday, unless you have secured written permission from this office.
- 4) The elevator must be reserved 48 hours prior to your intended move date. Arrangements can be made with the building superintendent Lennard Outar .He can be reached at (212) 228-0119.
- 5) No move will be permitted unless you give this authorization to the superintendent. Door people, or other building staff, do not have the authority, at any time, to permit a move.
- 6) Move-in fee has been paid in the amount of \$300.00.

**Above Read and Acknowledged:**

By: \_\_\_\_\_  
**Shareholder**

\_\_\_\_\_  
**Shareholder**

By: \_\_\_\_\_  
**Closing Department**