PROCEDURES FOR DELIVERIES/MOVING IN/OUT:

***Any type of work inside of your apartment that requires you to hire an outside worker/contractor**.

Before commencement of such work, you must provide First Management with the following:

Request in writing to have such work done inside your unit (please refer to your Offering Plan, to the By-Laws section), including scope of work, date and time you wish to have such work done (please note that allowed hours are Monday thru Friday, 9am-5pm), and contact information for the licensed contractor you are hiring.

Your contractor must provide us a Certificate of insurance listing the following as Certificate Holder as well as Additional Insured:

MONTEREY OWNERS CORP.
FIRST MANAGEMENT CORPORATION
(YOUR NAME) AT 37-30 83RD STREET, APT-(YOUR UNIT #), JACKSON HEIGHTS, NY 11372

Once we receive all these documents, we will send you a letter of approval for you to begin the work.

***Any type of furniture and/or large item delivery for which you are hiring a company to perform it.**

Delivery hours for furniture and other large items and for Moving in/Moving out are Monday thru Friday 9am-5pm. There are no deliveries, moving in/out allowed on Holidays or the weekends. The delivery/moving company must provide us a Certificate of insurance listing the following as Certificate Holder:

MONTEREY OWNERS CORP.
C/o FIRST MANAGEMENT CORPORATION
34-03 BROADWAY, ASTORIA, N.Y. 11106

And the following as Additional Insured:

MONTEREY OWNERS CORP.
FIRST MANAGEMENT CORPORATION
(YOUR NAME) AT 37-30 83RD STREET, APT-(YOUR UNIT #), JACKSON HEIGHTS, NY 11372

You must inform First Management of your delivery arrangements; in order for us to make sure we have all needed information, and give the release to the super, so that they may allow such delivery to happen. Any deliveries/moving that takes place without the authorization of First Management will be refused.