



Garthchester Realty

www.GarthchesterRealty.com

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REQUEST FOR DELIVERIES

WHEN DELIVERIES ARE ALLOWED: *DELIVERIES WILL ONLY BE ALLOWED BETWEEN THE HOURS OF 8:00AM TO 4:00PM, MONDAY TO FRIDAY.* RULES FOR DELIVERIES WILL BE STRICTLY ENFORCED. PLEASE NOTE THAT FOR ANY DELIVERY THAT EXTENDS BEYOND THE PERMITTED TIME, YOU WILL FORFEIT YOUR REFUNDABLE DEPOSIT.

REFUNDABLE SECURITY DEPOSIT: There is a **\$500.00 refundable security deposit** required for any possible damages. The refundable check should be made payable to **The Classic Condominium**. The Classic will not be held responsible for unforeseen delays or circumstances beyond the building's control, such as elevator out of service, weather-related delays, etc. If the delivery is not completed by **4:00pm**, you will lose your \$500.00 refundable security deposit.

CERTIFICATE OF LIABILITY INSURANCE (COI) NEEDED PRIOR TO DELIVERY: Please advise your delivery company that they need to provide a Certificate of Liability Insurance (COI) to include workers' compensation, naming the Classic Condominium and its managing agent as additional insured. *The COI should be emailed to bklampert@garthchester.com.* If the certificate is not provided prior to the delivery date, be advised that the delivery will not be permitted to take place.

Signature required: _____

Resident Name _____ Unit # _____

Cell Number _____ Delivery date _____

**Refundable Security Deposit - \$500.00 – Payable to THE CLASSIC
CONDOMINIUM**

Check Received by _____ Date _____

Inspection/Date _____ Time _____ Performed by _____

NOTE: IF A DELIVERY REQUIRES THE USE OF A HAND TRUCK OR A DOLLY, THE DELIVERY COMPANY MUST PROTECT THE CLASSIC'S CARPETING WITH MASONITE BOARDS. DELIVERY COMPANIES ARE REQUIRED TO ARRIVE AT THE BUILDING PREPARED WITH THEIR OWN HAND TRUCKS AND MASONITE BOARDS. UNIT OWNERS/RESIDENTS ARE REQUIRED TO INFORM THEIR VENDORS TO COME PREPARED. **UNIT OWNERS WILL INCUR A FEE OF \$100.00 IF THE CLASSIC CONDOMINIUM HAS TO SUPPLY THE MASONITE BOARDS.** THE \$100.00 FEE WILL BE CHARGED TO THE UNIT OWNER'S ACCOUNT.

Signature Required _____

Date: _____

Damage Report: - Location and items damaged:

Delivery company notified: ____yes ____no

Contractor notified: ____yes ____no

Resident notified: ____yes ____no

Security check deposit returned (date) _____

On the date of the delivery, the driver should go to the front desk to check in and the front desk personnel will direct him where to park the truck.