
DAVENPORT LOFTS ON MAIN STREET
25 Leroy Place
New Rochelle, NY 10805
Move-In / Move-Out Requirements & Procedures

To ensure a smooth and damage-free moving process for all residents, please carefully review and adhere to the following policies:

- **Advance Notice Required:**
All residents must request **prior approval** from Management before scheduling a move into or out of the building.
- **Security Deposit:**
A **\$750.00 refundable security deposit** is required for all moves. This must be submitted in the form of a **money order or certified check**.
The deposit will be refunded after the move is complete and the Superintendent has confirmed that **no damage** was caused to the common areas of the building.
- **Permitted Move Hours:**
All moves must take place **Monday through Friday between 8:30 AM and 4:00 PM**.
Moves are strictly prohibited on weekends and holidays.
- **Insurance Requirements for Moving Companies:**
All professional movers must be **licensed and insured**.
Prior to the move, a **Certificate of Insurance (COI)** must be submitted to **Stillman Management Realty Corp.**
The COI must name both **Davenport Lofts on Main** and **Stillman Management Realty Corp.** as **additional insured and the certificate holder**.
- **Damages:**
Should any damage occur to the common areas as a result of your move, **a portion or the full amount of your refundable security deposit may be withheld** to cover the cost of repairs. The Board of Managers reserves the right to collect additional funds if warranted.

Important: Unauthorized moves on weekends or holidays will result in a **fine**.

For questions or to schedule your move, please contact Management in advance.

Thank you for your cooperation.
Stillman Management Realty Corp.