

HYDE PARK OWNERS CORP.  
137-07 Jewel Avenue  
Flushing, NY 11367  
(718) 263-9680

**MOVE IN  
POLICY AND ACKNOWLEDGMENT FORM**

The following is the move in policy for Hyde Park Gardens. These rules apply to owners and/or their subtenants.

1. **Approval Needed:** Any move in must be approved in advance and scheduled with the property's Managing Agent, who may be reached at the above address.
2. **Deposit Required:** The Corporation requires a deposit of \$500.00 of which \$100.00 will be held for an administration fee, from anyone moving into the property, including move ins resulting from subletting. Acceptable forms of payment are: money order, bank check, or certified check. *Personal checks will not be accepted.*

The check or money order should be made payable to Hyde Park Owners Corp. The check or money order, *together with a signed copy of this acknowledgment* must be delivered to the Managing Agent before the move out.

3. **Inspection of Premises/Removal of Bulk Garbage:** After the move in has taken place, the individual moving must request that the Managing Agent make the necessary apartment/building inspection to ascertain if any damage has occurred as a result of the move. Repair of any damage, or cleaning, if necessary, will be ordered by the Managing Agent. Payment for such work will be deducted from the deposit. If the deposit is insufficient to cover damage, the shareholder will be liable for the uncovered amount.

If bulk garbage has been left behind as a result of the move, the Managing Agent will arrange to have the garbage removed. The cost of this work will be deducted from the deposit.

In accordance to the House Rules all residents must have 80% of each room including passageways and stairways (other than kitchens and bathrooms) carpeted (with wall to wall carpeting or area rugs) with padding or covered with other similarly effective noise reducing material.

All new residents must comply with the carpeting rules within 30 days after taking occupancy. Move in Deposits will not be refunded until residents are in compliance.

4. **Refund of Deposit:** The deposit refund will be available within two (2) weeks of the Managing Agents receipt of the inspection report. If there have been no damages the deposit, less the \$100.00 administration fee, will be returned in full. If repair/clean up expenses have been incurred a refund check, less those expenses, will be returned.
  
5. **Approved Hours for Move:** All moves are to be conducted between the hours of 8:00 a.m. and 6:00 p.m. **ONLY.** Moves attempted at any other time will result in forfeiture of the move in deposit and penalties to the owner.
  
6. **Authorization Form:** Please fill out the authorization form attached and present it to the Managing Agent along with a completed resale or sublet package. This form will be signed by the Managing Agent and a copy will be returned to you.
  
7. Violators of the Corporation's move out policy will be assessed a fine of \$1,000.00 per violation.
  
8. This move in policy has been added to the corporation's house rules. The mandatory obligations in this policy shall be deemed additional rent.

***The completed and signed form must be available for inspection by any representative of Hyde Park Owners Corp., including its security patrol.***

By signing below, I acknowledge that I have read the move in policy and agree to abide to its terms and conditions.

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

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

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

Phone Number: \_\_\_\_\_

Address where you will be moving into: \_\_\_\_\_

**HYDE PARK OWNERS CORP.  
MOVE IN AUTHORIZATION FORM**

**PLEASE HAVE THIS FORM AVAILABLE DURING MOVE IN**

Name of individual/family moving: \_\_\_\_\_

Address of where you are moving in/out of: \_\_\_\_\_

Apt.# \_\_\_\_\_

Home phone: \_\_\_\_\_ Business phone: \_\_\_\_\_

*If you are subletting your apartment, please supply the Owners Name and telephone number*

Name of Owner: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

=====  
*For office use only:*

Deposit received

APPROVED       NOT APPROVED

BY: \_\_\_\_\_  
HYDE PARK OWNERS CORP.

\_\_\_\_\_  
Date

Property Inspected By: \_\_\_\_\_

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

Damages if any: \_\_\_\_\_

amount to be deducted, if any \$ \_\_\_\_\_

Violations to Policy: \_\_\_\_\_

amount to be deducted, if any \$ \_\_\_\_\_

Deposit amount on account:

\$500.00

Administrative Fee

-100.00

Total amount of refund from deposit:

\$ \_\_\_\_\_

Date of refund \_\_\_\_\_