



# *The Lovett Company, LLC*

REAL ESTATE MANAGEMENT

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450 SEVENTH AVENUE, SUITE 2107 • NEW YORK, N.Y. 10123 • (212) 736-3440 • FAX (212) 736-1445

## ON MOVING OUT

25 FIFTH AVENUE  
NEW YORK, NEW YORK 10003

### **CHANGE YOUR ADDRESS WITH THE POST OFFICE:**

COOPER STATION  
93 FOURTH AVENUE CORNER OF EAST 11<sup>TH</sup> STREET  
NEW YORK, NEW YORK 10003  
(212) 254-1390

### **THE FOLLOWING NUMBERS WILL BE OF IMPORTANCE TO YOU:**

Resident Manager- Jovi Jovica (212)851-6400  
Front desk: (212) 353-0794 Fax: (212) 780-0041  
Assistant Property Manager: The Lovett Company, Christine Barnas (212) 736-3440 ext. 212  
Fax: (212) 736-1445 e-mail cbarnas@lovettrealty.com.

### **MOVING:**

**There is a \$1,000.00 moving fee (refundable).** This must be in the form of a CERTIFIED check and should be made payable to "25 Fifth Avenue Condominium". Please mail this check to The Lovett Company at 109-15 14<sup>th</sup> Avenue, College Point, NY 11356, attn: Donna Achaia one week prior to your scheduled moving date. Moving companies employed by residents must provide a certificate of insurance. You must call The Lovett Company at 212-736-3440, ext. 124 to schedule your move. Move in times are Monday through Friday between 9:00 a.m. and 5:00 p.m. Move-ins or move-outs are **not** permitted on weekends or holidays.

### **TELEPHONE:**

To arrange for telephone service and installation of phone jacks, contact **VERIZON AT 212-890-2350**. IT IS RECOMMENDED THAT YOUR ORDER BE PLACED TEN (10) BUSINESS DAYS PRIOR TO OCCUPANCY IF POSSIBLE.

### **ELECTRICITY:**

TO HAVE YOUR ELECTRIC SERVICE DISCONNECTED CONTACT CON EDISON AT 212 243-1900.

### **HOMEOWNER'S INSURANCE:**

Please contact your insurance agent to cancel or change your **HOMEOWNER'S INSURANCE** for your protection.

### **CABLE TV:**

To shut off your cable TV service, contact **TIME WARNER CABLE AT 212 674-9100**.

### **Reminder:**

Change your voter registration



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## **25 Fifth Avenue Condominium Move In Procedures**

We are extremely pleased to welcome you to 25 Fifth Avenue Condominium. To facilitate your arrival, please take a moment to read through the following guidelines. You must contact the Resident Manager, Jovi, at 212-851-6400 to schedule your move in, after you have a confirmed closing date.

As soon as you have a closing date you may begin to schedule your move in with the building and your movers.

- **Contact the Resident Manager to check availability of the move in date. Leave the Mover's name and phone number with the Resident Manager.**
- **Get a confirmed date from your movers once you know the date is available at the building.**
- **Insurance certificates must be received from your moving company in order for you to move into the building.**

**The Certificate Holder is: 25 Fifth Avenue Condominium, c/o The Lovett Company, LLC. Additional insured to be named on the certificate are Classic Realty LLC; The Lovett Company, LLC 25 Fifth Ave. Holdings, LLC, and 25 Fifth Avenue Condominium. All deliveries and large items, from furniture to bedding, will also need to provide an insurance certificate to gain access to the service elevator. Have the companies fax the Certificate of Insurance to both Jovi at 212-674-2326 and Donna Achaia at the Lovett Company at fax no. 718-445-9704.**

- ***Moves can be scheduled between 9 am until 5 pm (move must be completed by 5 pm) Monday through Friday, no holidays or weekends. Please note that the moving company you employ must comply with the rules and regulations as set forth in the Offering Plan.***
- **It is MANDATORY that your moving company inspects 25 Fifth Avenue IN PERSON IN ADVANCE to insure a smooth move in.**

**All the best during the process.**



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## REMINDER

January 27, 2010

All Residents  
25 Fifth Avenue Condominium

Please be reminded that prior to scheduling the receipt of furniture, appliances or other large items from a store or otherwise arranging for a delivery from a commercial moving company, the time for delivery must be pre-arranged with the Resident Manager and an appropriate certificate of insurance must be sent to the management office.

The Resident Manager should be contacted, either in person or by leaving a note at the front desk, to insure availability of the appropriate service car at the date and time requested.

The certificate of insurance, showing both general liability and workers compensation, should list the following:

Certificate Holder: 25 Fifth Avenue Condominium

Additional  
Insureds: 25 Fifth Avenue Condominium  
The Lovett Company, LLC

Name of resident (recipient) and apartment number.

The advance planning, including the proper preparation of a certificate of insurance and its receipt in a timely manner will insure both the approval of the delivery and avoid the necessity of being required to reschedule. Thank you for your understanding and cooperation.

Ellen C. Kornfeld