



PO BOX 720247  
JACKSON HEIGHTS NY 11372

---

P: 718 507 6853

F: 718 429 0553

[norcormanagement.com](http://norcormanagement.com)

## **Moving Rules**

### **The Essex House**

#### **Residents of 42-15 43<sup>rd</sup> Ave., Sunnyside NY 11104**

The superintendent (Apt A03 / basement office) must be notified at least 3 days in advance of a move in/out or large furniture delivery. There is a refundable \$300.00 cash deposit to be given to the superintendent at this time, in order to protect the building and elevator and building after completion of the move.

Moving furniture or other heavy items is permitted from 8 AM to 5 PM Monday thru Saturday only. There is no Sunday moving permitted. **All** moving of such items is through the basement, there is no moving allowed through the lobby area. Ignoring this rule will cause you to lose your deposit.

Failure to comply with these rules will incur the loss of the deposit as well as any repair costs to the elevator.

Management Company

June 28, 2019