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250 WEST 57TH STREET

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TENANT MOVE OUT PROCEDURES

Certificate of Insurance

Attached are the certificate of insurance forms your moving company needs to complete and fax back to us before you move out.

Letter

On your company letterhead, we need a brief list of items being removed from your office. This needs to be signed by the owner/office manager and brought down to the management office for us to stamp. The certificate of insurance must be received by the management office before your letter can be approved. Once this letter is approved, you are to give it to the freight elevator operator right before your move takes place.

New Address

Please inform us of your new address so that your security deposit can be forwarded to you once you have vacated the premises. In order to have your security deposit returned in full, you need to remove everything from your office including anything on the walls – pictures, shelves, etc.

Freight Car

The freight car is available for move outs Monday thru Friday, 9:00 am – 5:00 pm at no charge to the tenant. Exclusive freight car usage for floors 2-16 is \$90 per hour. After 5:00 pm and on weekends, the charge for using the freight car is \$150 per hour, 4 hour minimum on weekends.

Services

Any services rendered for tenant move-outs must be paid by certified check payable to Fisk Building Associates prior to your move.