STEP 3: SCHEDULE YOUR MOVE-IN

MOVE-IN TIME REQUEST

When your moving arrangements have been made (no less than 10 days prior to your move-in) please complete this form and submit by email to newresidentliaison@stuytown.com. You may move-in on the first day of your lease. Upon receipt, an appointment will be scheduled for you and the lower section of this form will be filled-out. The completed form will then be returned to you and will serve as confirmation of your scheduled move-in appointment.

TENANT OF RECORD CONTACT INFORMATION

Name: _____
Last First

Telephone: Home _____ Cell _____

Email: _____

Name: _____
Last First

Telephone: Home _____ Cell _____

Email: _____

Building Address:

_____
Building Number Street Apartment Number

Move-In Time Slot Request (Choose one only): **Anticipated Move-In Date:** _____

- ❑ 7:00am – 1:00pm
- ❑ 1:00pm – 7:00 pm

Moving Company Information (Choose one):

- ❑ Moving Company Name: _____
- ❑ Self Move

I understand that as the Tenant of Record I will be held responsible for any damage/injury caused by my move to the building, common areas of the property or to any individual on the property, regardless of whether I moved my belongings myself or employed a third-party mover. I have read and understood the enclosed move-in procedure.

_____ ____/____/____
Signature Date

_____ ____/____/____
Signature Date

Move-In Time Slot Appointment: _____

Initials: _____

Please make sure that you (or your movers) have this form on hand during move-in, as it must be presented to StuyTown Public Safety upon request. Public Safety reserves the right to deny access to any StuyTown building(s) to any person(s) not in possession of this form.