

STEP 2 – SCHEDULE YOUR MOVE-OUT TIME SLOT

Please email this form to moveout@stuytown.com as soon as your moving arrangements have been made, but no less than 7 days prior to your move-out.

Note: We will contact you only in the event of a scheduling conflict with your requested time slot.

TODAY'S DATE: ____ / ____ / ____

TENANT NAME(S): _____

TELEPHONE #: (____) _____

EMAIL ADDRESS: _____

PCV BUILDING ADDRESS: _____

APARTMENT NUMBER: _____

MOVING DAY/DATE: ____ / ____ / ____

REQUESTED TIME SLOT (Choose one only):

8:00am – 1:00pm

1:00pm – 6:00 pm

WHO WILL BE CONDUCTING YOUR MOVE? (Choose one)

Moving Company Name: _____

Self Move

I understand that I will be held responsible for any damage caused to the building, the common areas of the property or to any persons on the property that are caused by my move-out, whether I move my property myself or employ a third-party mover. I have read and understand the attached move-out procedures.

Signature

____ / ____ / ____
Date

Signature

____ / ____ / ____
Date

NOTE: Please make sure that you (or your movers) have this form on hand during move-out, as it must be presented to Public Safety (212-598-5233) upon request. Security reserves the right to deny access to any PCVST building(s) to any person(s) not in possession of this form.