

Trump Village Estates

2915 WEST 5TH STREET • BROOKLYN, N.Y. 11224

Elevator Reservation Form

Reservation requested by _____
(print first and last name)

Building: _____ Apt#: _____ Phone: _____

Please check one:

- | | |
|--|-----------------------------------|
| ☐ Delivery; # of pieces _____ | ☐ Move In |
| ☐ Removal; # of pieces _____ | ☐ Move Out |

Description of Items being delivered/removed (Not for full move in/out):

Days requested: ____ / ____ ; ____ / ____ ; ____ / ____ ; ____ / ____ ; ____ / ____ ;
(5 days max)

- There are no exceptions. Permission will not be given on the day of expected delivery. We must be contacted at least 48 hours in advance to make a reservation.
- **All Vendors must check in with security located at 458 Neptune Avenue.**
- Without this slip you will not be permitted to remove or receive a delivery.
- All deliveries require a \$300.00 deposit in form of a certified check or money order made out to Trump Village Section 3 Inc. and a Certificate of Insurance. The deposit is returned upon the completion of the delivery or removal if no damages are reported. **In lieu of a certified check or money order, a \$300.00 deposit charge can be made against the shareholders' account by signing the attached deposit request waiver and will be credited upon the completion of the delivery or removal if no damages are reported.**
- Deliveries are only permitted between the hours of 9.00A.M. through 5:00PM, Monday through Friday only.
- No removals or deliveries can be made on Saturdays or Sundays.
- No Moves, Removals or Deliveries will be allowed on the following Holidays: New Year's Day, Martin Luther King, Jr Birthday, Washington's Birthday, Memorial Day, Juneteenth Independence Day, July 4th Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas Day

Approved By: _____ Date of Approval: _____

- All deliveries and removals must be done using padded elevators.
- Furniture or debris cannot be left inside or outside the compactor rooms and/or the dumpsters located on the property. Shareholders must make their own arrangements to have furniture and debris removed from the property.

Shareholders Signature _____

- **All vehicles and companies that will be using the elevators must check in with security at the security office before any delivery or removal can start.** All vehicles and companies that do not check in with security will result in a parking violation and /or a notice of violation.

Shareholders Signature _____

- All deliveries and removals must be done through the rear doors in the building closest to the elevators in which those deliveries and removals are being used. Deliveries and removals are not permitted through the lobby doors. Delivery vehicles may be asked not to park in the lot. At which time the delivery vehicle must use alternate means of parking to make the delivery.

Shareholders Signature _____

- **Loading zones are for 15 minutes only. If the delivery takes more than 15 minutes the vehicle may be asked to park on the street.**

Shareholders Signature _____

- **Loading zones are able to accommodate vehicles less then 18ft. Those vehicles greater then 18ft in length may be asked to park in a designated spot or outside the parking lot but they must check in with security. Failure to do so may result in a sticker and or violation. If the delivery takes more than 15 minutes the vehicle may be asked to park on the street.**

Shareholders Signature _____

Padded Elevators may be in-use by maintenance personnel during the following times at which such time the deliveries may have to wait until they are finished.

Building 2915 between the hours of 1:00pm - 3:00pm.

Building 2925 between the hours of 9:00am - 11:00am

Building 2935 between the hours of 9:00am - 10:00am and 11:00am - 12:00pm.

Building 444-448 between the hours of 9:00am-10:30am.

Building 440 between the hours of 1:00pm – 2:00pm.

Building 458-460 between the hours of 9:00am-10:30am.

Building 464 between the hours of 1:00pm – 2:00pm.

Shareholders Signature _____

- Failure to comply will result in violation:
 - a) \$250 - unauthorized deliveries or removals before 9AM or after 5PM on weekdays, unauthorized deliveries or removals on weekends);
 - b) \$300 – failure to reserve elevator for deliveries or removals.

Shareholders Signature _____

**PLEASE NOTE THAT RESERVING THE ELEVATOR FOR A
MOVE OR DELIVERY DOES NOT GIVE YOU EXCLUSIVE OF
THAT OR ANY ELEVATOR.**

**UNPADDED ELEVATORS CANNOT BE USED UNDER ANY
CIRCUMSTANCES.**

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Elevator Deposit Request Waiver

To Be Used for Move Ins and Deliveries Only

I _____, the shareholder residing at _____,
Brooklyn, NY 11224, Apt _____, having requested an elevator reservation on
_____, hereby request to have the required \$300.00 elevator
deposit charged to my maintenance account. I understand that the deposit charge will be
removed from my account upon the completion of the delivery or removal, if, and only if, no
damages are reported upon inspection of the elevator.

Print Name _____ Date _____

Shareholder Signature _____