LIONSGATE (520 W. 112TH Street): MOVE IN/MOVE OUT PROCEDURES

Prospective and current Lionsgate tenants:

Lionsgate Condominium Management has specific requirements for move-ins and move-outs that must be observed to guarantee a successful move. Prior to the date of your move in or move out, you are required to:

- **Schedule Elevator**
  You must schedule elevator access through the Lionsgate Condominium Management office. Please sign up for an elevator timeslot by contacting Geri Duka at GDuka520W@gmail.com
  
  o Failure to schedule proper elevator access may result in move in/out delays and/or additional fees.

- **Provide a Certificate of Liability Insurance (COI)**
  A COI is required by all Columbia Residential residents using a moving company to complete their move. The COI must be submitted at least one (1) week BEFORE your scheduled move in/out date to the Lionsgate Condominium Management office.

  A minimum of One Million Dollars ($1,000,000) for each: General, Aggregate, Personal & Adv. Injury, and Each Occurrence and deliveries. **Workers’ Compensation coverage must also be provided.**

  The Certificate of Liability Insurance should be completed individually for each entity as follows:

  **Certificate Holder(s):** Lionsgate Condominium  
  520 West 112th Street  
  New York, NY 10025

  **Additional Insured:** Midboro Management Inc.
  333 7th Avenue, 5th Floor
  New York, NY 10001

  1. **Description of Operation/Location/Vehicles/Special Items Box:** Owner’s name, Unit Number and Description of Work.

  **Lionsgate residents must fax or e-mail completed Certificate of Liability Insurance to:**

  Geri Duka at GDuka520W@gmail.com

  Maureen Krug at 212-875-0808 or email to mkrug@midboro.com

  • **For Move Outs Only:** In addition to the requirement listed above all students must also follow all Columbia Residential’s Move-out Instructions.

For all additional questions about moving into Columbia Residential buildings, please contact our office at 212-854-9300 or via email at residential@columbia.edu

As of August 2019