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 Jorlyna Pujols (Asst. Property Manager) at jpujols@midboro.com.
  - 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 UAH tenants *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:

  Jorlyna Pujols at 212-875-0808 (FAX) or jpujols@midboro.com (EMAIL)

- **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 November 2018