



EMOR MANAGEMENT INC.

Dear Tenant,

Prior to being permitted access to the building all movers are required to supply a Certificate of Insurance to Emor Management Inc. as per the directions below. Please send this document to your movers and confirm receipt of the required forms to Emor Management prior to your move date.

INSURANCE REQUIREMENTS:

1. Proof of Workman's Compensation
2. Certificate of Liability
3. Please email the insurance documents to eytan@emormanagement.com or Fax (212) 727-8236.
4. A Coversheet MUST indicate the full address being serviced and Client Name.

Directions for Insurance Certificates for Movers

Certificate Holder: Highmount Associates

Additionally Insured: Highmount Associates, Emor Management AND Please list client Name, Apartment # and Date.

Address Being Serviced: 305 East 11th Street and 310 East 12th Street, NYC NY 10003
(Please include apartment number being serviced)

Mailing Address of Managing Agent: 305A West 19th St NYC N.Y. 10011
(Phone): 212-727-8208 (Fax) 212-727-8236 (email)
eytan@emormanagement.com

SUPER: Haxhi Haxhaj 646 391-6103, haxhi@emormanagement.com (310 East 12th Street)
Frank Dominguez 646 523-8009, frank@emormanagement.com (305 East 11th Street)

Movers:

1. You must contact the Super the day before your move to re-confirm.
2. You cannot enter the building elevators if the elevator wall padding is not up. If there is a problem contact Management Office for assistance.
3. The Super lives in apt. #1F. Please announce your entry to Super.
4. The Management and Super are here to offer any assistance. Please insure your workers know they can reach out for help.