SoMa
25 WATER STREET

Move in & Deliveries

1. Residents must provide the building with at least 7 days' notice prior to their move-in date. Contact the Administrative Assistant to reserve a move date.

2. Your apartment will be painted, cleaned, and prepared before your lease begins. However, an initial move-in inspection is recommended with a building staff member upon occupancy.

   Inspections are conducted daily from 8:00 AM to 4:00 PM and must occur on or after your lease start date.

3. A certificate of insurance ("COI") from your moving company, furniture delivery service, or any vendor making a delivery to your apartment must be submitted to the Administrative Assistant for review and approval prior to your move-in or delivery. Email all COIs to the Administrative Assistant at SoMAadmin@SoMAnyc.com.

4. A sample COI outlining SoMA's insurance requirements is linked within the Welcome Packet or on BuildingLink.

5. Residents conducting self-moves must complete a moving waiver form and submit a $1,000 deposit fee via certified check to the Administrative Assistant.

6. Damages caused to the Building or any portion thereof, including but not limited to the common areas and the elevators as a result of a Resident's move, shall be repaired by the **Building at the Resident's Sole Cost and Expense**.

7. When moving out, the apartment will need to be returned to its original condition to avoid any damage charges. Please read below.

   a. Normal wear and tear (e.g., scuffs on walls, small holes, minor flooring issues) will not incur charges.
   b. The apartment must be left broom clean**.**
   c. The apartment must be painted in the original color.
   d. Large holes must be plastered, sanded, and painted.
   e. The apartment must be completely empty. A **$100 fee** will be charged per item left behind, with additional charges for removal.



f. All apartment keys must be returned to the front desk upon completing the move-out.
g. A walkthrough with a building staff member is required after your move-out is complete.

8. Unauthorized moves are strictly prohibited. Penalties of $500 or more will apply per offense. Residents will be responsible for any damage caused by their move or moving company, authorized or unauthorized.

9. Moves can only be scheduled Monday – Friday 8:00am-4:00pm. No weekend moves allowed.

10. Notes for Moving Professionals:

    a. Vinyl plastic runners and Masonite sheets (minimum 4 ft x 4 ft) are required to protect floors from the elevator to the unit door. Larger Masonite sheets (4 ft x 8 ft) must be used horizontally to protect walls. A site visit is recommended to review protection protocols in advance.

    b. Building staff will place protective pads in the elevator before any move or delivery.

    c. Moving companies may not stage or leave items in front of residential entries, common areas, elevators, emergency egress doors, or stairwells. Items must be moved directly from the truck to the apartment (or vice versa).

    d. Movers must clean hallways (vacuum or sweep) and remove all packing materials and rubbish from the building. Disposal in the building's waste areas is prohibited.

    By adhering to these guidelines, we aim to ensure a smooth move-in/out process for all residents. Thank you for your cooperation!

Deliveries

All large deliveries must utilize the service elevator and service entrance. The passenger elevators are not permitted for large deliveries. This includes, but is not limited to, furniture, groceries, or multiple parcels.

To ensure a smooth process, it is preferred that all deliveries be scheduled in advance with the Management Office. Residents are strongly encouraged to be present to accept

deliveries.

If a resident is unable to be present at the time of delivery, a Permission to Enter form can be completed via BuildingLink to authorize the delivery. Please note that building staff will not be present to oversee or assist with unsupervised deliveries.

Service Elevators

Residents are advised to coordinate with their moving or furniture delivery companies to ensure that all items will fit into the elevator. It is strongly recommended to schedule a walkthrough with your moving professional and the Resident Manager prior to your move-in date.

While elevator dimensions are provided below, it is essential to verify these measurements during your pre-walkthrough to avoid any issues on the day of your move.

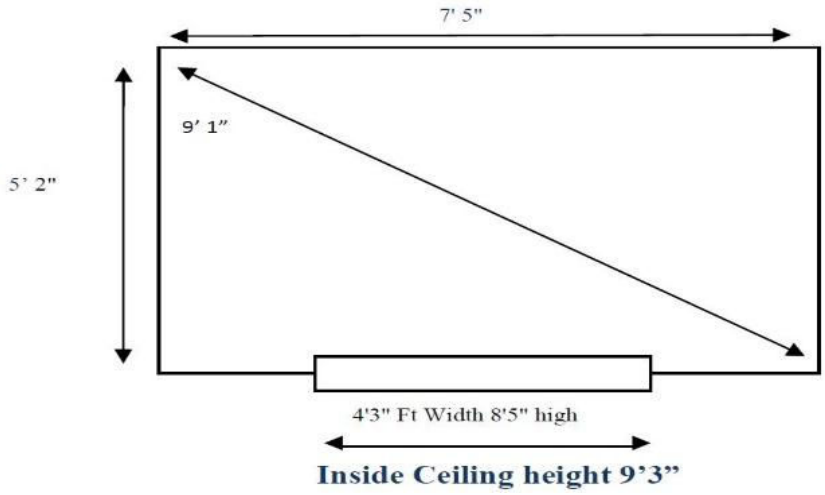
The service entrance for your move-in is located on Water Street, just north of the main lobby. Please note that different elevators will be used for your move. The dimensions of both service elevators are provided below for your reference:

Elevator S1 & S2

- Elevator Service from Cellar to Floor 22
- Elevator Door 4’3 Ft Wide & 8’5 Ft High
- Inside Elevator Dimensions 5’2 Ft Width x 7’5 Length And 9’3 Ft High from Ceiling to Floor

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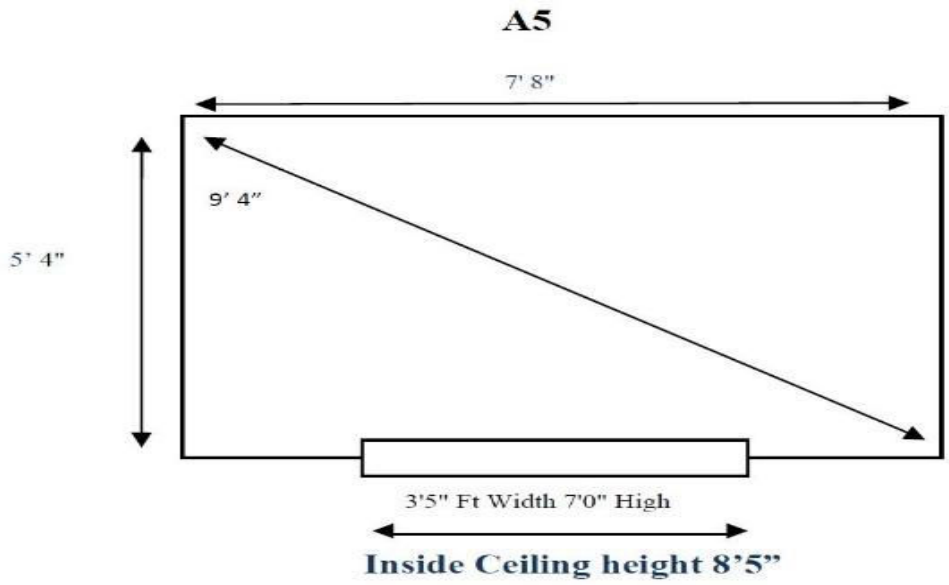
S1 & S2



A5

- Elevator Service for Units Above 23rd Floor
- Elevator Front & Rear Door 3'5 Ft Wide & 7 Ft High
- Inside Elevator Dimensions 5'4 Ft Width x 7'8 Ft Length & 8'5 Ft High from Ceiling to Floor

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Deliveries and Packages

Absolutely no packages will be accepted at the building before your lease start date. Once packages are delivered, a notification will be sent through Building Link. Residents will be required to sign for their packages upon pickup.

Cold Storage

Limited cold storage is available in the lobby for deliveries requiring refrigeration. The building recommends prompt pickup of any packages requiring refrigeration as the space is shared, and the building is not liable for any spoiled deliveries. If you anticipate a delivery needing cold storage, please inform the Concierge or include a note in Building Link, especially if the package does not clearly indicate that the contents are "perishable".

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To conduct a move or delivery in this building, a copy of your company's Certificate of Liability Insurance is required prior to the move/delivery. A sample of the Certificate of Liability Insurance is linked within the welcome packet.

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Moving Waiver Form

This form must be completed and signed prior to conducting a move-in or move-out when not utilizing the services of an insured moving company.

This agreement and release are made for the benefit of 25 Water Street, New York, NY, its owners 25 Water Owner LLC and its managing agent GFP Real Estate Management, LLC (collectively, the "Owner"), as well as their successors and/or assigns.

In consideration for the Owner allowing the undersigned person(s) to use the Service Elevator for the purpose of moving, subject to appointment time limitations and the removal of all items from 25 Water Street, New York, NY, I acknowledge and agree to the following:

I agree to indemnify, defend, and hold the Owner harmless for any personal injury or damage to my property sustained as a result of using the Service Elevator.

I, along with my heirs and legal representatives, release and discharge the Owner from all claims or demands arising from injury or damage to my person(s) or property caused by my use of the Service Elevator.

If any other resident resident of the building, or their associated parties, sustains any loss or injury to their person(s) or property as a result of their use of the Service Elevator and files claims or initiates legal actions against the Owner, I agree to indemnify, defend, and hold the Owner harmless for any and all costs incurred, including legal fees.

Any damage caused to the apartment or property will be charged to my account.

I confirm that I have carefully read this agreement and release, fully understood its terms and implications, and agree to its contents. I acknowledge that this agreement and release will be legally binding upon me.

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Resident Name: _____ Apartment Number: _____

Date of Move: _____

Name: _____

Resident Signature: _____

Name: _____

Resident Signature: _____

Witness: _____

Witness Signature: _____

Self Move

If you choose to conduct a self-move, a $1,000 deposit in the form of a certified check is required prior to your move. The check must be submitted to the Administrative Assistant.

If no damage occurs during your move, the deposit will be returned to you. However, if any damage is incurred, you will be responsible for covering the cost of repairs.

For any questions or concerns, please contact the Administrative Assistant.

Date:_____

Signature:_____

Unit:_____