



PERMIT REQUIRED!

Riverbay Corporation has implemented procedures to safeguard the newly updated/modernized elevators from potential damage. Shareholders must request a permit to use the elevators in the instances outlined below. This ensures the protection of the elevators from unwanted damage.

Below is a list of situations wherein shareholders are required to request a permit, along with the corresponding department to contact:

- **Move-in/Move-out of Co-op City:** Residential Sales Office
- **Delivery of furniture/appliances:** Cooperator Services Office (CSO)
- **Partial move of furniture (e.g., children returning from college):** Cooperator Services Office (CSO)
- **Disposal of furniture or large items:** Must be brought to the front of the lower Ash Cart room in the basement. Contact Cooperator Services Office (CSO)

Please be sure to follow the procedures outlined above to help protect the elevators and maintain a high quality of service for all shareholders.

***PLEASE NOTE: ONLY SHAREHOLDERS MAY REQUEST A PERMIT**

If you have any questions or concerns, you may contact the Cooperator Services Office at 718-320-3300, press option # 4.

—CSO