

# RESIDENT TEMPORARY MOVE GUIDE



## **DEAR LINDEN PLAZA RESIDENTS,**

Camber Property Group (Camber), under the ownership entity Linden Plaza Preservation LLC (LP Preservation LLC), has begun renovations of Linden Plaza. Every apartment will receive comprehensive upgrades to bathrooms and kitchens; free broadband internet; new flooring and painting; window and balcony door repairs; and mold remediation. Buildings will receive comprehensive façade repairs; full plumbing replacement; mechanical system modernization; enhanced security, and access control; common area upgrades; and new roofs. Lastly, heating system upgrades will provide consistent, stabilized heat in every apartment. Renovations will be overseen by Fifth Avenue Builders LLC (“FAB”), the general contractor.

The main campus and building repairs will take place over three years, while apartment renovations will take place in a phased manner over five years. We will work with residents directly on the specific timing of all work to be completed in their homes.

Since the transition, a robust property management team led by GRC Realty has been addressing all maintenance and repair requests; regularly cleaning all common areas; managing trash collection; providing regular extermination services; and employing security staff who will be responsible for actively monitoring all cameras and promptly responding to public safety concerns.

In order to safely renovate each apartment, all households will temporarily move to a vacant unit that has been renovated to meet existing move-in conditions with new appliances and all holes sealed from pest entry. At the completion of the rehab of your apartment, you will have the right to return to your unit under the Temporary Transfer Agreement.

**Need Assistance? Call (347) 384-6043**

# RESIDENT TEMPORARY MOVE GUIDE



Housing Opportunities Unlimited (HOU) has been contracted to provide moving assistance and support to all Linden Plaza households during the renovation of their apartments. The HOU team looks forward to working closely with you to understand your individual household needs and ensure a seamless move as much as possible.

To begin the process, HOU will contact households to schedule one-on-one appointments to learn about your specific needs as it relates to moving, including but not limited to pets, large furniture items, and reasonable accommodations. Additionally, HOU will communicate important information about your upcoming renovations and serve as the point of contact for all your move-related questions and concerns.

This Temporary Move Guide will serve as a general outline of what you can expect during the renovation and the move process and is subject to change. Please do not hesitate to contact HOU anytime with questions about anything in this packet.

Sincerely,

**LP Preservation LLC**

**Translation Requests:** If you would prefer in-person interpretation, please contact HOU at (347) 384-6043.

**Solicitudes de traducción:** Si prefiere interpretación en persona, comuníquese con HOU al (347) 384-6043.



## PROJECT OVERVIEW

**Inside your apartment, you will receive much-needed upgrades such as a new kitchen, bathroom, flooring, painting, and plumbing. An onsite temporary move is required to accomplish all this work in your apartment.**

**Camber Property Group** will implement a comprehensive renovation plan that will improve units for the long term.

**Major rehabilitation work includes:**

- New kitchens, new bathrooms, new flooring, and painting
- Modern appliances
- Full replacement of risers to prevent leaks and mold
- Repaired heat distribution
- Façade and roof repairs

Linden Plaza will remain a Mitchell-Lama site and continue to follow all regulations and policies that govern New York City Mitchell-Lama sites. As part of the ownership transition, you may have the opportunity to apply for a Project-Based Voucher (PBV) unit. Benefits of this program include your rent being tied to 30% of your gross income. Eligibility for a PBV unit is based on household income and household size requirements. If you are interested in applying for a PBV unit, please contact HOU at (347) 384-6043, and they can provide you with more information about the PBV Program and eligibility requirements.



**Camber Property Group** is the lead developer for Linden Plaza. They are well-versed in preserving and creating affordable housing across the New York City metro area. Camber has rehabilitated thousands of apartments in New York City, including over 2,500 Mitchell-Lama units, with a focus on providing new appliances, updated flooring and lighting, modern kitchens and bathrooms, enhanced safety, social services, and preserving long-term quality housing.



**Housing Opportunities Unlimited (HOU)** has successfully relocated over 64,000 households and has over 42 years of experience working with residents during substantial renovation projects in 38 states, including Hawaii, the District of Columbia, and St. Croix in the US Virgin Islands. The relocation team will facilitate moves by conducting household assessments and working with you every step of the way to address your household's needs.



## PROJECT OVERVIEW

**Inside your apartment, you will receive much-needed upgrades such as a new kitchen, bathroom, flooring, painting, and plumbing. An onsite temporary move is required to accomplish all this work in your apartment.**



FIFTH AVENUE BUILDERS

**Fifth Avenue Builders (FAB)** will be the general contractor for the upcoming Linden Plaza renovation. FAB has developed and constructed over 2.8 million square feet across four boroughs, demonstrating extensive experience and dedication to community-centric development. FAB is focused on the long-term success of projects they work on beginning in the early pre-development phase, where each project component, including budgeting, site analysis, scheduling, and system selection is meticulously considered. The transition to preconstruction involves cross-functional collaboration to ensure logistics and estimates align with project and community goals, MWBE and local hiring.



MANAGEMENT

Grenadier Realty Corp (GRC Management) is a full-service property management firm with a portfolio of 93 developments and 8,326 apartments. Operating primarily in the New York Metropolitan Area, GRC provides a full range of real estate management services, from onsite administration, accounting, construction management, purchasing, and capital budgeting to resident initiatives and community relations programs. Their portfolio is quite diverse, from affordable housing (Section 8, Section 202, Low-Income Housing Tax Credit) to several thousand rent-stabilized rentals. At present, GRC manages eight HPD-administered Mitch-Lama developments containing 2,700 apartments and 28 low-income housing tax credit properties containing over 2,400 units.



# PROJECT OVERVIEW

## Renovation Sample Apartment Images & Timeline

There will be extensive apartment renovations at Linden Plaza.

BEFORE



AFTER



**Renovation starts  
Early 2025**

**Renovation ends  
middle of 2029\***



*\*Note: Timeline is estimated and subject to change.*

For your safety, it is necessary for you to temporarily move due to the complex nature of the work to be completed within your apartment and the overall scope of work at Linden Plaza. For construction to complete the work in your building, all units in your building must be vacant.

**You will have the right to return to your original apartment after the work is completed and your apartment has been deemed safe for occupancy. In some cases, residents will have the option to move once directly into renovated apartments.**



# WHAT TO EXPECT

TIMELINE	WHAT TO EXPECT	YOUR RESPONSIBILITY
<p><b>3+</b> MONTHS BEFORE YOUR TEMP MOVE</p>	<ul style="list-style-type: none"> <li>• A meeting with each household to provide a general overview of the move process, assess specific needs, identify reasonable accommodations, aging in place apartment features, discuss incentive offers, and answer resident questions. To set up the meeting, HOU will call first and then door-knock if we cannot reach you. Please let HOU know if you require translation services.</li> <li>• A pre-move pest apartment inspection is required to determine if a Pest Management Plan (PMP) is needed.</li> <li>• Confirmation of utility (cable, internet, phone) transfer plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Respond to HOU requests to schedule the household meeting appointment (via notice, phone call, or door knock). Attend your household meeting appointment. Notify HOU staff if you need to reschedule. Ask questions when you need clarification.</li> <li>• Allow staff to complete a PMP visit (You will receive 48-hours notice in advance and a copy of the findings following the PMP visit).</li> <li>• Notify staff of outstanding utility balances and sign the release of information for staff to contact the utility provider regarding the next steps.</li> </ul>
<p><b>60</b> DAYS BEFORE YOUR TEMP MOVE</p>	<ul style="list-style-type: none"> <li>• <b>Preparing for your Move</b> – A workshop to provide tips on how to plan (including transferring in-home services) and pack for your upcoming move.</li> <li>• Each household will receive boxes, tape, and wrapping paper. HOU will complete a preliminary inventory of your apartment belongings with you.</li> <li>• Each household will receive a written notice that they will be moving within approximately <b>60 days</b>.</li> </ul>	<ul style="list-style-type: none"> <li>• Attend at least one <b>Preparing for Your Move</b> workshop.</li> <li>• Pack belongings that you don't currently need.</li> <li>• Read, sign, and return the acknowledgment of the 60-Day notice form. Ask questions.</li> </ul>

The majority of residents will move temporarily to another apartment and then back to a renovated apartment. On a case by case basis and in accordance with the Mitchell-Lama waiting list requirements, some residents may move directly into a renovated apartment.



# WHAT TO EXPECT


TIMELINE	WHAT TO EXPECT	YOUR RESPONSIBILITY
<b>30</b> DAYS BEFORE YOUR TEMP MOVE	<ul style="list-style-type: none"> <li>Each household will receive a written notice with their planned move date and temporary apartment assignment. A written packing guide will be provided with this notice.</li> <li>Each household will receive a Temporary Transfer Agreement.</li> <li>If the head/co-head of the household will not be present, a Move Day Proxy form is required.</li> </ul>	<ul style="list-style-type: none"> <li>Review and sign acknowledgment of 30-Day Notice form.</li> <li>Submit supporting Reasonable Accommodation documents.</li> <li>Call HOU with questions and to schedule a time for HOU to deliver boxes, tape, and wrapping paper. Request packing assistance if needed.</li> <li>Review and sign the Temporary Transfer Agreement. Ask questions.</li> <li>Name another adult (must be at least 18 years of age) as a proxy on the Move Day Proxy form and sign the form.</li> </ul>
<b>30-0</b> DAYS BEFORE YOUR TEMP MOVE	<ul style="list-style-type: none"> <li>The Bulk Trash Disposal Day schedule and sign-up will be posted.</li> <li>Confirm the resident has scheduled household utilities (cable, Internet, phone) transfers.</li> <li>HOU frequent home visits to confirm readiness for temporary move.</li> </ul>	<ul style="list-style-type: none"> <li>Pack your belongings in boxes and label the boxes according to the room. Pack items separately that you will need the first couple of days in your temporary apartment (until you are unpacked).</li> <li>Contact HOU to schedule a time for your large furniture items to be taken to the dumpster on Bulk Trash Disposal Day.</li> <li>Schedule dates for your utilities to be transferred. Let HOU know if you need assistance with utility transfers.</li> <li>Maintain contact with HOU to confirm readiness for the move day. If HOU determines the resident is not at least 85% packed one week prior to your scheduled move, packing assistance will be scheduled to ensure you are ready to move on move day.</li> </ul>

The majority of residents will move temporarily to another apartment and then back to a renovated apartment. On a case by case basis and in accordance with the Mitchell-Lama waiting list requirements, some residents may move directly into a renovated apartment.



# WHAT TO EXPECT



TIMELINE	WHAT TO EXPECT	YOUR RESPONSIBILITY
<p><b>MOVING DAY</b></p> 	<ul style="list-style-type: none"> <li>• A licensed moving company will move your belongings to your temporary apartment.</li> <li>• HOU will conduct a walkthrough of the temporary apartment with you.</li> </ul>	<ul style="list-style-type: none"> <li>• Meet with HOU staff to pick up the keys to your temporary apartment and mailbox keys. Drop off your keys to your current apartment.</li> <li>• Sign off on the temporary apartment condition statement.</li> </ul> <p><b><i>*Don't forget to keep your boxes for your return move.</i></b></p>
<p><b>60</b></p> <p><b>DAYS BEFORE RETURNING TO APARTMENT</b></p>	<ul style="list-style-type: none"> <li>• The Bulk Trash Disposal Day schedule and sign-up will be posted.</li> </ul>	<ul style="list-style-type: none"> <li>• Contact HOU to schedule a time for your large furniture items to be taken to the dumpster on Bulk Trash Disposal Day.</li> </ul>
<p><b>30</b></p> <p><b>DAYS BEFORE RETURNING TO RENOVATED APARTMENT</b></p>	<ul style="list-style-type: none"> <li>• Each household will receive written notice with their planned move date to their renovated apartment.</li> <li>• If the head/co-head of the household will not be present, a Move Day Proxy form is required.</li> <li>• HOU will replenish additional packing materials as needed.</li> <li>• HOU will confirm the resident has scheduled household utilities (cable, internet, phone) transfers.</li> <li>• Frequent home visits from HOU to confirm readiness for temporary move.</li> </ul>	<ul style="list-style-type: none"> <li>• Look out for a notice or phone call with the date of your move back to your original apartment.</li> <li>• Name another adult (must be at least 18 years of age) as a proxy on the Move Day Proxy form and sign the form.</li> <li>• Contact HOU to request additional packing materials.</li> <li>• Schedule dates for your utilities to be transferred. Let HOU know if you need assistance with utility transfers.</li> <li>• Maintain contact with HOU to confirm move-day readiness. If HOU determines the resident is not at least 85% packed one week prior to your scheduled move; packing assistance will be scheduled to ensure you are ready to move on move day.</li> </ul>

The majority of residents will move temporarily to another apartment and then back to a renovated apartment. On a case by case basis and in accordance with the Mitchell-Lama waiting list requirements, some residents may move directly into a renovated apartment.



## WHAT TO EXPECT



### TIMELINE

### WHAT TO EXPECT

### YOUR RESPONSIBILITY

## RETURN MOVE DAY

- A licensed moving company will move your belongings to your renovated apartment.
- Turn in your temporary apartment and mailbox keys. You will be provided with new keys to your renovated unit. Continue to use your mailbox keys associated with your renovated apartment.
- Complete the Move Satisfaction Survey.

The majority of residents will move temporarily to another apartment and then back to a renovated apartment. On a case by case basis and in accordance with the Mitchell-Lama waiting list requirements, some residents may move directly into a renovated apartment.





## CASE 1

### Temporary Move

In most cases, residents will move temporarily for eight months due to the planned renovations and repair work in your apartment.

Residents will temporarily move with all of their belongings to a suitable onsite apartment that meets your needs.

Your cable, internet and phone services will need to be transferred to your temporary apartment and then back with you to your renovated apartment.

These "temporary apartments" will be professionally cleaned, exterminated, and inspected prior to your occupancy.

If you choose to stay with **family/friends**, you will also pack up all your belongings, taking what you need with you, and the rest will be placed in storage. You will receive a monthly stipend while staying with family/friends. See attached incentives document.

In cases where all your items do not fit into your temporary apartment, residents will be provided with off-site storage (for example: you currently live in a two-bedroom apartment and you temporarily move to a one-bedroom apartment).

## CASE 2

### One-Way Move

Some residents may have the opportunity to move directly into an already-renovated apartment. These residents would only have to move one time, and this would be considered their permanent move. Please contact HOU regarding the possibility of a one-way move for your household.

Residents will not be required to do a one-way move to a renovated apartment. Residents must voluntarily agree in writing to a one-way move, acknowledging this will be their permanent move.

Your cable, Internet, and phone services will need to be transferred to the renovated apartment.



**Please see the attached document for detailed information regarding relocation incentives that are available.**



## CASE 1: FAQ

### Temporary Move to a Different Apartment



**"When will I have to move?  
When will I have access to  
my temporary apartment?"**

**You will receive written notice at least 60 days in advance of your upcoming move.** Another notice will be sent at least 30 days prior to your move, which will provide you with your temporary apartment address and the day and time of your move. You will be able to access your temporary apartment on the day of your move.



**"Where will my temporary  
apartment be located?"**

**You will move temporarily to a unit within the Linden Plaza development.** Temporary units will be assigned based on household needs identified during a relocation assessment completed with each household.



**"How long will I be in my  
temporary apartment?"**

**On average, residents will temporarily move for approximately eight months** to an onsite unit and then back to their renovated unit (or another renovated unit) after work has been completed. Any resident whose temporary move will extend beyond eight months will receive advance notice.



**"Will I need to pay rent in  
my temporary apartment?"**

**Yes, you need to continue paying rent and comply with your lease.** You will be asked to sign a **Temporary Move Agreement** to this effect. This Temporary Move Agreement will also **guarantee** that you can return to your original renovated apartment or another renovated apartment.



**"Do all my belongings  
have to come out of my  
current apartment for  
renovations?"**

**Yes, all of your belongings must be removed from your original apartment and brought to your temporary apartment.** There will be scheduled Bulk Trash Disposal Days during which you will have an opportunity to discard any unwanted items prior to your move.



## CASE 1: FAQ

### Temporary Move to a Different Apartment



**"What about my cable, Internet and landline phone service?"**



**Prior to your move, you will need to schedule the transfer of your cable, internet, and phone service** to your temporary apartment and repeat this process when you move back. You will be reimbursed for any fee associated with these transfers. Please provide a copy of the first bill you receive after the transfer, so HOU can process your reimbursement. If you have an outstanding bill payment, please contact HOU so they may assist you in setting up a payment plan with the utility provider and connect you to resources to help you with your bill.



**"What about my mail? My in-home services?"**

**You will need to forward your mail to your temporary apartment.** HOU staff can help you set this up. Any in-home services will need to be transferred to your temporary apartment and then back to your renovated apartment when it is complete.



**"When can I move back to the renovated apartment?"**

**HOU staff will be in contact with you** and provide you with advance notice of when your renovated apartment will be ready for you to move back.



**Please see the attached document for detailed information regarding relocation incentives that are available.**





## CASE 2: FAQ

### One-Way Permanent Move to a Renovated Apartment



**"What if I only want to move once, to a renovated apartment?"**

**All residents will have the right to return to their original apartment post-renovation.**

There may be some opportunity for one-way moves, depending on apartment availability and in accordance with the Mitchel-Lama waitlist guidelines. Please let HOU know if you are interested in moving once to a renovated apartment.



**"What about my cable, Internet, and landline phone service?"**

**Prior to your move, you will need to schedule the transfer of your cable, internet, and phone service.** You will be reimbursed for any fees associated with these transfers. Please provide a copy of the first bill you receive after the transfer, so HOU can process your reimbursement.



**"When will I have to move? When will I have access to my permanent renovated unit?"**

**You will receive written notice at least 60 days in advance of your upcoming move.**

Another notice will be sent at least 30 days prior to your move, which will provide you with your permanent apartment address and the date and time of your move. You will be able to access your permanent renovated apartment on the day of your move.



**"What about my mail? My in-home services?"**

**Because you will be moving permanently to a renovated apartment, you will need to complete change of address forms for mail delivery and notify your in-home services providers of your change of address.** Please let HOU staff know if you require any assistance.





# HOW TO PREPARE

## Preparation Do's for Your Renovation:



Valuables, important documents and medications are packed separately to be transported by resident on move day.



Resident has packed a bag for each household member with items that will be needed immediately.

Limited number of occupants present on move day (head/co-head/proxy).



All items are removed from ceilings (except hard-wired fixtures).



All items are removed from walls and windows.



Refrigerator contents are packed on the day of the move.

Eat the food you have and don't make any large grocery purchases, particularly of meats and perishables, the week of your move.

Boxes are sealed and organized and pushed to one area of the room.

Boxes are labeled with name and address and color-coded according to room (HOU to provide colored dots).

Furniture drawers, closets, shelves, cabinets, and kitchen appliances are empty, and all flat surfaces, such as counters, are clear of items.

Breakable items are wrapped appropriately with packing materials provided.

Be up and ready an hour before your move is scheduled.



Electronics are unplugged.



Move-day arrangements have been made for your pets.



Pack heavy items in smaller boxes.



## HOW TO PREPARE

### Preparation Don'ts for Your Renovation:

- ❌ Do not leave anything unpacked.
- ❌ Do not leave miscellaneous items or electronics out.
- ❌ Do not leave food, garbage, or loose items on the floor.
- ❌ Do not prepare a large meal on move day.
- ❌ Do not pack items in garbage bags—they will get damaged.
- ❌ Do not wait until move day to dispose of unwanted/broken items/trash.
- ❌ Do not do a big grocery shopping.
- ❌ Do not have packages delivered on move day.
- ❌ Do not wait until the last minute to clean your apartment.





# MOVING CHECKLIST

- **Keep valuables with you:** All valuables in your apartment should remain with you. Do not leave small valuables, jewelry, important documents, or cash in your apartment.



- **Remove all food from the refrigerator and freezer:** Your stove and refrigerator will be replaced. Be sure to remove everything from your refrigerator and freezer to bring with you to your temporary apartment.



- **Empty kitchen cabinets, drawers, and stove:** Empty and pack items from kitchen cabinets and drawers so they are completely empty. Be sure all contents of the oven are packed for the move.



- **Empty closets and dressers:** Contents of all closets and dressers must be packed into boxes or suitcases.



- **Pack up bathroom:** Empty all items from your bathroom cabinet, except the toiletries that you will need access to on move day (e.g., medications, toothbrush and toothpaste, hairbrush, etc.). Keep any medications or other bathroom necessities readily available for transfer to your temporary apartment.



Be sure to remove durable medical equipment such as raised toilet seats, shower chairs and tub grab bars. If you have a hand-held shower, please let HOU know so that they can arrange for it to be removed and transported to your temporary apartment.



- **Pack a "To Go" bag for each household member:** This bag should contain those items you will need access to for approximately two days, such as clothes, toiletries, personal electronics and charging cords, medications, medical devices, etc.



- **Remove all items from walls, windows and floors:** Anything mounted or hung on any walls, ceilings, doors, etc. should be removed and packed in boxes. Any area rugs should be packed in boxes or rolled up and taped, ready for transport. Carpeting that you installed may be removed and discarded by the contractor. **DO NOT REMOVE ANY HARD-WIRED FIXTURES YOURSELF.** HOU will make arrangements to have them removed by a professional.



- **Make arrangements for your pet/s and service animals:** All pets and service animals must be in the control of their owner on move day (crated, leashed, caged, etc.). So that your pets also have a stress-free move, it is advised that you arrange for someone else to care for them on move day.



- **Prepare fish tanks for transport:** If you have a fish tank, the tank must be emptied in order for the movers to move it.



- **Remove all contents from balcony/outdoor space:** With the exception of furniture, all items on balcony/outdoor space must be packed. Patio furniture cushions should be boxed. Grills are not permitted on the property. HOU can make arrangements for any grill to be disposed of.



- **Disconnect electronics:** Any electronics such as TVs, microwaves, stereos, computers, printers, and gaming equipment should be disconnected and any corresponding cords labeled and packed with the item.



- **Label and count all boxes:** Label each box with the apartment address and color code according to room, and number each box (grouped by color coding). All boxes must be taped shut.





## Inventorying and Tracking your belongings:

- When packing, label each box with apartment address, color code by room with stickers and number each box (grouped by color code).
- HOU will take video/photo inventory of all belongings and review apartment inventory form with you, documenting presence and condition of items.
- Moving arrangements will be made for specialized items (hospital beds, oxygen tanks, pianos, etc.).
- Where offsite storage has been identified as necessary, resident should clearly mark their belongings and HOU will assist with inventory.



## Storage

**OFFSITE:** Residents will not be able to access any belongings moved to offsite storage. This is to ensure the security of each resident's belongings.

**IMPORTANT:** Remember to keep everything you will need during the renovation period in your temporary apartment.

## Moving Expenses

All reasonable moving expenses will be covered by ownership. A licensed and insured moving company will complete your move to your temporary apartment in one day. To request packing materials such as boxes, tape, and packing paper, please contact HOU.

### Medical/Accessibility Accommodation

**Requests:** Please contact the HOU relocation team at (347) 384-6043 regarding any medical or accessibility accommodation requests.



## Staying with Family/Friends Stipend

Please see the attached document for detailed information regarding relocation incentives that are available.



## Mail & Package Location During Construction:

- You will need to transfer your mail to your temporary apartment. Please let HOU know if you need assistance with your mail transfer.
- Please hold on to your original mailbox keys. You will need them when you return to your renovated apartment.
- Packages should be delivered to your temporary apartment address during construction.

**\*If you move directly to a renovated unit, you will need to transfer your mail to your new apartment.**

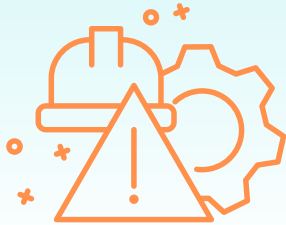
## Utilities

- **Water** will continue as it currently exists and will be covered in your rent.
- **Electricity** will continue as it currently exists and will be covered in your rent.
- **Cable/Phone/Internet:** Your services will need to be transferred to your temporary apartment and/or permanent renovated apartment.

---

## Bulk Waste Removal/ Document Shredding

- You will be notified of the date of bulk trash removal. You will need to contact HOU to schedule a time for your belongings to be disposed of.
- You will be informed of dates for document shredding in advance of your anticipated move. You may also use the shredder or the locked shredder bins in the HOU office located in the Community Room of Building 1 during HOU business hours.
- HOU will complete a Trash Disposal Form with you detailing those items that you authorize to be thrown away.
- For paperwork shredding, it is recommended that you transport your documents in boxes no larger than 18" x18".



## Site Safety Protocol

Residents must follow the posted signage instructions throughout the building and Linden Plaza development to ensure everyone's safety and smooth progress during the construction process.

## Resident Move Questions or Concerns:

Residents should contact HOU if they have any questions or concerns about their move.  
HOU Relocation Team: (347) 384-6043

[lindenplaza@housingopportunities.com](mailto:lindenplaza@housingopportunities.com)

## Damage/Loss of Personal Property Claim

In the unforeseen event of personal property damage or missing items, residents will be able to fill out a claim within two weeks of their move or return of their belongings (if in storage).

Please call the HOU relocation team within two weeks after your move to fill out a damage claim form.





## RELOCATION

### Return to renovated apartment from temporary apartment

- You will receive a notice regarding the completion of the renovation of your apartment and the anticipated move date 30 days prior; if your move date changes, you will be notified 7 days in advance.
- The moving company will move your belongings from your temporary apartment or from storage (as applicable) to your renovated apartment.
- You will be provided with new keys to your renovated apartment.

### Move once, permanently to renovated apartment

- If you are able to do a one-way permanent move, you will meet with the new property management team to complete a transfer lease.
- You will receive a notice with your anticipated move date 30 days prior; if your move date changes, you will be notified 7 days in advance.
- The moving company will move your belongings to the renovated apartment.
- You will receive new apartment keys.





## KEY CONTACTS



HOUSING OPPORTUNITIES UNLIMITED

**(347) 384-6043**

**[lindenplaza@housingopportunities.com](mailto:lindenplaza@housingopportunities.com)**



GRC PROPERTY MANAGEMENT

**(718) 540-4299**

**[hello@lindenplazabk.com](mailto:hello@lindenplazabk.com)**



SOCIAL SERVICES

**(347) 329-8792**

**[lindenplazasocialservice@gmail.com](mailto:lindenplazasocialservice@gmail.com)**



## ADDITIONAL INFO

The **Temporary Move FAQ** is available.

Ways to access the Temporary Move FAQ:

- Scan the QR code below to access the Temporary Move FAQ.
- Visit: [www.lindenplazabk.com/relocationfaqs](http://www.lindenplazabk.com/relocationfaqs)
- To receive a hard copy of the Temporary Move FAQ, please call **(347) 384-6043** or visit the HOU Office at:

**760 Eldert Ln. Community Room**



**SCAN ME**