

HAZEL TOWERS

Management's Contact Information Guide

Management

Onsite Office: Adam Nadel 718-892-5523 Fax: 718-319-8421 Email: anadel@nmgltd.com

Billing Inquiries: Eileen Jimenez 718-997-9500 x 115 Email: ejimenez@nmgltd.com or

Alfride Gjeloshi 718-997-9500 x 120 Email: agjeloshi@nmgltd.com

Parking Inquiries: Eileen Jimenez 718-997-9500 x 115 Email: ejimenez@nmgltd.com

Lease/Lease Renewal Inquiries Contact Nancy Marzano 718-997-9500 x 105

Email: nmarzano@nmgltd.com or

Lease/Lease Renewal Inquiries Contact Alfride Gjeloshi 718-997-9500 x 120

Email: agjeloshi@nmgltd.com

Vice President/Property Management - Adam Nadel

Executive Assistant - Patricia Yarbrough 718-997-9500 Ext. 112 Email: pyarbrough@nmgltd.com

Building Superintendent – (Monday – Friday) Joe Cassara 718-319-8421

Repair Requests, General inquiries, Delivery Request, Move In/Out

Repair Request Hours: 8:00am - 4:00pm

*Note: Only for emergencies after or before office hours, please contact the Security Desk

Utility Company: 631-761-8557

Security Desk: 718-518-0705

Move In/Move Out: Monday – Friday 8:30am - 5:00pm (No Exceptions)

NO WEEKENDS PERMITTED OR HOLIDAYS

All keys and parking remote(s) must be returned upon vacating Hazel Towers. If keys or parking remote(s) are not returned there will be a charge for Key fob \$25.00, Mailbox \$35.00 and Parking remote \$50.00. Prices are subject to change.

Deliveries: Monday-Friday 8:30am – 5:00pm

Superintendent must be informed regarding all deliveries. Also, Certificate of Insurance must be provided for all deliveries from stores and Moving Companies.

***Please note if we do not receive a Certificate of Insurance your delivery will be denied.**

EXTERMINATOR SCHEDULE:

1st and 3rd Saturday 8:00am – 12:00pm

4th Wednesday – Basement Only 8:00am – 4:00pm

Sign-up sheet is located at the Security desk for monthly service.

HAZEL TOWERS HOUSE RULES

Move in/Move Out is only permitted Monday through Friday from 8:30am-5:00pm. NO WEEKENDS OR HOLIDAYS, NO EXCEPTIONS

1. All deliveries must be approved by Superintendent and/or Management. A Certificate of Insurance from any moving company or furniture store needs to be provided before deliveries are made. If Management doesn't receive the Certificate of Insurance deliveries will not be permitted. On the day of your move or delivery you must contact the superintendent to have the elevator padded. All damages to the elevators will be billed to the responsible tenant.
2. All deliveries or removal of large items must be reported to superintendent.
3. Move in/and Move outs or deliveries are not allowed through the lobby. You must enter through the ramp area of the basement located on the 1740 side of the building. Delivery vehicles and moving trucks must use the service entrance of the parking lot and pull into the loading zone marked in Red.
4. Alterations to the apartment or removal of any Hazel Towers appliances and/or fixtures are not permitted without prior written consent of Management.
5. Resident must not change any plumbing, ventilating, electric, or heating system.
6. No washing machines or dryers are allowed.
7. Window air condition(s) are prohibited. Only insulated wall sleeve air conditioners are permitted and must fit properly in the sleeve.
8. Nothing can be attached to or installed on the window frame or molding.
9. Resident may not install a fence or enclosure of any kind on the terrace per the NYC Building Code.
10. Absolutely NO barbecuing on terrace at anytime.
11. No painting or carpeting of terrace floor, partition, railing or ceiling.
12. Resident must keep the terrace free of garbage. Terraces are not to be used for laundry, storage, bicycles, boxes large barrel etc., or a living space for pets. Patio furniture is permitted only. The terrace is a part of the apartment. All lease terms apply.
13. All garbage is to be placed in the garbage chute located on each floor. Any items too large for chute, or recyclables, should be brought to the basement area between the hours of 8:00am and 8:00pm for proper disposal. No garbage should be left in compactor closet. If your garbage is found you will receive a fine. See below fine cost.
14. Satellite dishes cannot be attached to any parts of the building.
15. Pets are not permitted.
16. Residents will be responsible for any damages that may occur by their guests.

****In the event any of the house rules are not adhered to, you will be subject to a fine up to \$150.00 per occurrence**.**

RESIDENT SIGNATURE: _____ DATE: _____

MANAGEMENT SIGNATURE: _____ DATE: _____

HAZEL TOWERS

1730-1740 Mulford Avenue

Bronx, NY 10461

Office#718-892-5523 / Fax#718-319-8421

MOVE IN/OUT AND DELIVERY PROCEDURES

In order to facilitate a successful move or delivery, the following procedures must be followed and you must submit this page to Joe Cassara the building superintendent to schedule a move. **No moves will be permitted without Nelson Management's approval. Once your move or delivery is approved a permit will be issued. Unauthorized moves or deliveries will be turned away.**

POLICY

Moves and deliveries must be scheduled at least 48 hours in advance, on a first come first serve basis, with the building Management and may only take place between the hours of 8:30am and 5:00pm, Monday through Friday, excluding holidays. Please call Joe to schedule at 718-319-8421. All moves must be completed (movers out of the building) by 5:00pm. A 30 minute grace period is allowed, after which a charge of \$250.00 will be assessed. An inspection of the premises will be made within a reasonable time after the move.

Moving companies employed by residents must be fully insured and provide a Certificate of Insurance with Hazel Towers Co. LP and Nelson Management Group, Ltd. named as additional insured.

On the day of your move, or delivery you should contact Joe to arrange for an elevator.

Date Requested _____ Bldg/Apt _____

Name of Moving or Delivery Company _____

Items to be moved or delivered _____

Please sign below indicating that you have read and agree to abide by all the above procedures and return it to Joe Cassara.

Print Name _____ Signature _____ Date _____

Print Name _____ Signature _____ Date _____

HAZEL TOWERS MOVE-IN PROCEDURES FOR NEW TENANTS

- Move Ins & Deliveries are permitted Monday through Friday 8:30am - 5:00pm Only. NO EXCEPTIONS.
- All move-ins must be scheduled with Joe Cassara the building superintendent at least 48 hours in advance and will be denied if another move-in has already been scheduled for the same date. The Superintendent's office line is 718-319-8421.
- If you are using a moving company, you must provide the moving company's insurance certificate naming Hazel Towers Company, LP and Nelson Management Group, Ltd. as additional insured.
- There is no service or freight elevator at Hazel Towers. One of the regular passenger elevators will be set up with padding and for your exclusive use during the time of your move-in.
- If any piece of furniture is too big to fit into the elevator, you must use the stairway to bring it up to your apartment.