



MANAGEMENT CONTACT INFORMATION GUIDE

Temporary Construction Office

Office: (718) 329-1229

Fax: (718) 329-1267

| | | |
|---------------|--|------------------------|
| Corrine Ramos | cramos@nmgltd.com | (718) 329-1229 Ext 102 |
| Steven Adames | sadames@nmgltd.com | (718) 329-1229 Ext 105 |
| Engel Guzman | eguzman@nmgltd.com | (718) 329-1229 Ext 103 |
| David DaSilva | ddasilva@nmgltd.com | (718) 329-1229 Ext 101 |

Repair Request Hours: 9:00AM - 5:00PM

*Note: Please contact security for emergencies before or after office hours

Security Desk:

The Promenade has round the clock security with a security guard in the lobby 24 hours a day

Phone: (718) 562-5320

Exterminating Service: Sign up at the security desk for monthly service

- 2nd Saturday of the Month
- 4th Thursday of the Month

Billing/Leasing:

| | | | |
|-----------------------|----------------|-------------------------|--|
| Billing Inquiries: | Eileen Jimenez | (718) 997-9500 Ext. 115 | ejimenez@nmgltd.com |
| Lease/Rent Inquiries: | Stacey Molina | (718) 997-9500 Ext. 113 | smolina@nmgltd.com |

Move In /Move Out: Monday through Friday 9:00AM - 3:00PM

After Hour Deliveries will incur a fine of \$250

NO WEEKENDS or HOLIDAYS PERMITTED

Deliveries: Monday through Friday 9:00AM- 3:00PM

All moves and deliveries must be scheduled with the Temporary Construction Office.
Certificates of Insurance must be provided by Stores, Delivery and Moving Companies.

* Please note if we do not receive a Certificate of Insurance your delivery will be denied. Any unauthorized deliveries or move in/out will also be fined \$250

NO EXCEPTIONS



HOUSE RULES

- I. Move In/Out or Delivery is only permitted Monday through Friday from 9am-3pm **NO WEEKENDS OR HOLIDAY, NO EXCEPTIONS**
- II. No parking on premises (parking lot or sidewalk) for move in/move out or deliveries.
- III. All deliveries must be approved by management. A certificate of insurance from a moving company or furniture store will need 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 management to have the elevator padded. Any and all damage done to the interior of the elevator will be billed at the tenant's expense.
- IV. All deliveries or removal of large items must be reported to management.
- V. Move in/out or deliveries are not allowed through the lobby. You must enter through the service entrance in the basement of the building.
- VI. Alterations to the apartment or removal of The Promenade appliances and fixtures are not permitted.
- VII. No washing machines, clothes dryers are allowed.
- VIII. Window air conditioner(s) are prohibited. Only through the wall sleeve air conditioners are permitted.
- IX. Nothing can be attached to or installed on the window frames or molding.
- X. Alterations must obtain owners prior written consent to install any paneling, flooring, built in decorations, partitions, or to paint or wallpaper the apartment. Residents must not change the plumbing, ventilation, electric or heating system.
- XI. Resident may not install a fence or enclosure of any kind on the terrace.
- XII. Absolutely **NO BARBECUING** is permitted on the terrace or on the property.
- XIII. No painting of terrace floor, partition, railings or ceiling.
- XIV. 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 and all lease terms apply.
- XV. All garbage is to be placed in the garbage chute located on each floor. Any items too large for chute, or recyclables, must be brought to the basement area on M-3 between the hours of 7am and 8pm for proper disposal. No garbage should be left in compactor room. If your garbage is found you will receive a fine. See below for fine cost.
- XVI. Satellite dishes cannot be attached to any parts of the building.
- XVII. Pets are not permitted. Any pets that are registered prior to new management must use the rear exit or entrance. Dogs must be leashed at all times. Also, you must clean up after your dog. If you are found not curbing your dog you will be fined. See below cost.
- XVIII. 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 of \$150 per occurrence****