

ATLANTIC TOWERS ASSOCIATES, LP  
Nelson Management Group, Ltd  
249 Thomas S. Bayland Street  
Brooklyn, New York 11233

**MANAGEMENT'S CONTACT INFORMATION GUIDE**

**MANAGEMENT:**

Office: (718) 385-3600 Fax: (718) 345-0163 Security: (718) 385-3604 Billing inquiries: (718) 385-3600

Office Hours: Monday – Friday 9:00 am – 4:00 pm

General Manager: Kevin A. Rafferty  
Assistant Property Manager: Natalie Gerber – ngerber@nmgltd.com

Administrative Assistant: Marla Franqui - General Inquiries, Parking Inquiries, Deliveries (718-385-3600)  
mfranqui@nmgltd.com

Maintenance Request Dispatcher: Clara Vasquez - Work Order Request (718-385-3604)  
cvasquez@nmgltd.com

Repair Request Hours: 9:00 am - 4:00 pm (718-385-3604)  
NOTE: Any emergencies after or before office hours, please contact security (718-385-3604)

Security Desk: After 5:00 pm (718) 385-3604

Move-Ins / Move-Outs: Monday-Friday 9:00 am – 4:00 pm (NO WEEKENDS OR HOLIDAYS)  
Two time slots: 9:00 am – 12:00 pm and 1:00 pm – 4:00 pm  
Those not completed by the scheduled time slot is subject to a \$150.00 fine

**Deliveries:** **Monday-Friday 9:00 am – 4:00 pm**

Management must be informed regarding all deliveries. Also Certificates of Insurance must be provided by Delivery / Moving Companies. \* Please note if we do not receive a Certificate of Insurance, your delivery will be denied. Any unauthorized deliveries and/or move-ins or move-outs will also be subject to a \$150.00 fine.

**LOST KEYS:** Key Fobs: \$25.00 Parking Lot Stairwell Keys: \$25.00 Mail Box Keys: \$33.00

**BUILDING EXTERMINATION SCHEDULE:**

Apartment extermination – First and Third Saturday of the month  
Common Areas – Every second and Fourth Tuesday of the month

If you want this service, please call the office to be placed on the list (718-385-3604)

**SUPERINTENDENT** – Santiago Aquino – saquino@nmgltd.com

**ASSISTANT SUPERINTENDENT** – Canute Moore – cmoore@nmgltd.com

Supers work schedule: Monday – Sunday (Alternate weekends)  
HOLIDAYS / WEEKENDS: EMERGENCIES ONLY

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### MOVE IN / OUT AND DELIVERY PROCEDURE

In order to facilitate a successful move or delivery, the following procedures must be followed and you must submit this page to Nelson Management 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 9:00 am and 4:00 pm, Monday through Friday, excluding holidays. Please call management to schedule at (718) 385-3600. All moves must be completed (movers out of building) by 4:00 pm. A thirty (30) minute grace period will be allowed, after which a charge of \$150.00 will be assessed. An inspection of the premises will be made within a reasonable time after the move.

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

On day of your move, or delivery you should contact management 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 read and agreed to abide by all the above procedures and return it to Management.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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Dear Applicants:

Please be advised that all move-ins have a scheduled time, Monday through Friday. There is no move-ins on weekends or holidays. You are also required to move in your belongings in an enclosed truck. Your truck will be inspected before you begin your move in process.

You are not to bring in any appliances such as refrigerators, dishwashers, dryers, washing machines, electric heaters and freezers.

You will also be required to move-in through a designated area, the basement delivery area and you must park in a specific area. An elevator will be assigned to expedite the move-in process.

**249 THOMAS S. BOYLAND STREET**

9:00 A.M. – 12:00 P.M.

\_\_\_\_\_  
DATE

1:00 P.M. – 4:00 P.M.

\_\_\_\_\_  
DATE

**216 ROCKAWAY AVENUE**

9:00 A.M. – 12:00 P.M.

\_\_\_\_\_  
DATE

1:00 P.M. – 4:00 P.M.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Resident's Signature

\_\_\_\_\_  
Management's Signature

# ATLANTIC TOWERS ASSOCIATES, L.P.

## House Rules, Policies and Procedures

### Section II

#### Common Areas

(Any area not leased by the resident, public hallways, stairwells, lobby, basement, elevator court yard and roof)

Sub-section A **(Obstructions)** The Public areas are for the common use of the lessee and their guests. No articles are to be left in any of the public areas and not to be obstructed in any way

Sub-section B **(Hallways/Stairwells)** There is to be no loitering, riding of bicycles, risers or roller skating in the hallways. The hallways and stairwells may not be used for any purpose other than ingress and egress from the apartment. There is to be no smoking in the building's public areas. This means the lobby, hallways, stairwells and elevators.

Sub-section C **(Decorating/Notices)** All decorations, signs, furnishings illumination or other items that are placed in or on the building must be submitted and approved by management.

Sub-section D **(Parking)** All parking is assigned by management. Vehicles must be registered and insured in the State of New York. Vehicles are to park in their assigned space at all times.

Sub-section E **(Windows)** Residents are not to throw any debris out of their windows. This is a hazard and a violation of their lease.

### Section III

#### Lessor Property

Sub-section A **(Exterior Property)** Residents are not permitted to alter the building's exterior in any way, including drilling any holes on the façade, windows or terrace doors. Nothing is to be hung on the terraces. No satellite dish, cable lines, or other media transmitting device is to be attached or hung from the exterior of the building.

Sub-section B **(Defacing of Property)** Any resident or guest caught defacing property will be liable for the damage and full repair or replacement costs.

Sub-section C **(Plumbing)** Toilets, sinks and bathtubs may not be used for any purpose other than those for which they were constructed. Sweepings, rubbish, rags, food, and any other articles may not be disposed of in the building's toilets, bathtubs or sinks.

**Section IV**  
**Internal Property**

- Sub-section A      **(Access)**      At times management may need access to an apartment, because of an emergency. For this reason, it is important that tenants provide management with a key to their apartment. An emergency contact number is also highly recommended, to ensure access when needed. Management and its agent may enter any apartment necessary to correct any health hazards, fire hazards or quality of life problems which warrant inspection and/or correction. Such entry may be made at any time if management deems such entrance necessary to ensure the safety of the lessee or other residents in the building.
- Sub-section B      **(Alterations)**      At no time is any alteration to be made to the unit.
- Sub-section C      **(Repairs)**      Any repairs needed in the apartment will be done by the maintenance staff or outside contractor hired by the housing company.
- Sub-section D      **(Pets/Animals)**      **NO PETS ALLOWED!!!**  
Residents who are in violation of their lease and have a pet must comply with the following: According to their lease pets are not permitted in any of the public areas without a leash. Residents are to walk their pets off the property and required to clean up after their pets, in accordance with NYC regulations. Pets are not to be tied to any in any public area or left unattended.
- Sub-section E      **(Washers/Dryers)**      Washers/Dryers or any other illegal appliance are not allowed in the apartments.
- Sub-section F      **(Air Conditioners)**      Air conditioners are the responsibility of the tenant. They must be installed by a professional contractor and inspected by management to ensure they are installed properly. Residents are required to pay an air condition fee, which is billed monthly in annual cycles.
- Sub-section G      **(Noise)**      From the hours of 10:00 p.m. – 9:00 a.m. residents are not permitted to make any noise that is audible outside of the apartment in which the noise originates. During other times the noise may be reasonable so other residents may enjoy their apartment without external noise.

**Section V**  
**Disposal**

Sub-section A      **(Garbage)** All disposal of garbage must be disposed of either in containers at designated areas or in the chute located on each floor of the building. No garbage is to be left on the floor of the compactor room.

Sub-section B      **(Recycling)** Applicable recycling laws must be followed. Bottles and cans must be rinsed and taken to the basement or left on the floor of the compactor room. Newspapers must be tied up and disposed of in the designated areas.

Sub-section C      **(Bulk)** Bulk Garbage is to be disposed of in its designated areas. Call management and they will inform you where that area is.

**Section VI**  
**Moving**

Sub-section A      **NO HOLLIDAYS OR WEEKENDS!!! NO EXCEPTIONS!!!**

**(Move-ins)** All move-ins are to be scheduled with management and conducted between the hours 9:00 a.m. – 12:00 p.m. and 1:00 pm - 4:00 pm Monday – Friday. On the day of your scheduled move-in you must come to the management office, where a superintendent will inspect the truck for illegal appliances. An elevator will be assigned to you during your move-in. Residents are responsible for any damages to the public areas such as the walls, stairs, elevators etc. caused by you or the movers.

Sub-section B      **(Move-outs)** All move-outs the same as move-ins are to be scheduled with management and conducted between the hours of 9:00 a.m. – 12:00PM or 1:00PM – 4:00 p.m. Monday – Friday. Residents must submit a thirty-day notification informing management that they are moving out. Resident are required to turn over the apartment to management in the same condition the resident received it.

Sub-section C      **(Deliveries)** Residents are required to coordinate deliveries with management. All deliveries will take place Monday-Saturday, between the hours of 9:00 a.m. – 4:00 p.m.

**Section VII**  
**Laundry Rooms**

Sub-section A      Laundry room closes at 10:00 p.m.

Sub-section B      First wash 6:00 a.m. Last wash 9:00 p.m.

**Section VIII**  
**Satellites**

The Tenant may not install a satellite dish on any part of the building.

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## Agreement

The undersigned Tenant hereby represents she/he does not have a washing machine in her/his apartment and acknowledges that the lease for the apartment forbids using or keeping a washing machine in the apartment. The Tenant further acknowledges that keeping a washing machine in the apartment can be grounds for eviction proceedings and therefore represents that she/he will not in the future bring a washing machine into the apartment.

Once an air conditioner **ENTERS THE BUILDING** the approved annual charge shall be applied by monthly charges as additional rent. Cancellation will occur when the removal is witnessed and verified by management, prior to anniversary date! Anniversary date is the date air conditioner enters building!

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Tenant Signature

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Date