

LAFAYETTE NELSON APARTMENTS LLC
Management Contact Information Guide

Management:

Office: 718-378-2800 Fax: 718-378-6572 Billing Inquiries: 718-997-9500

Office Hours: Monday-Friday 9:00AM-4:00PM

Utility Company/Electric- 631-761-8557

General Manager: Steve Seltzer-Ext.206- sseltzer@nmgltd.com

Assistant Property Manager: Carol Thurman-Ext.201-cthurman@nmgltd.com

Administrative Assistant: Paola Ruiz- Ext.200-pruiz@nmgltd.com

Work Order Request, General inquiries, Delivery Request

Security Supervisor/ Administrative Assistant: Jasmine Castro- Ext. 204-acastro@nmgltd.com

Work Order Request, General inquiries, Parking inquiries, and Security inquiries

Superintendent:	Rafael Torres	Sunday-Thursday
Asst. Superintendent:	Manuel Jimenez	Tuesday- Saturday

Repair Request Hours: 9:00AM-4:00PM

*Note: Any emergencies after or before office hours, please contact Security

Security Desk: 718-842-2950

**Move In/Move Out: Monday- Friday 9:00AM-4:00PM (Grace period up until 5:00PM) after 5:00PM a fine of \$150.00 including deliveries.
*NO WEEKENDS OR HOLIDAYS PERMITTED***

Deliveries: Monday-Friday 9:00AM-4:00PM (Grace period up until 5:00PM)

Management must be informed regarding all deliveries. **No Move In/Out or Deliveries are permitted through the parking lot area.** All items to be moved or delivered must come into the building via pedestrian gate and through rear basement ramp. A Certificate of Insurance must be provided by all delivery and Moving Companies. **BE ADVISED THAT NO INSTALLATION OF ANY APPLIANCES IS PERMITTED AND SUCH DELIVERY WILL BE TURNED AWAY.** All keys and parking remote(s) must be returned upon vacating Lafayette Boynton. If keys or parking remote(s) are not returned there will be a charge for each one (Key fob \$25.00, Mailbox \$35.00, Gate Key \$15.00, Parking remote \$85.00, Apt. key \$65.00). Prices are subject to change * **Please note if we do not receive a Certificate of Insurance your delivery will be denied. Any unauthorized deliveries or move-in/out also will be fined a minimum of \$150.00 NO EXCEPTION.**

BUILDINGS EXTERMINATOR SCHEDULES: Sign-up sheet is located at the Security desk for monthly service.

820 Colgate-	1 st Sunday of the Month
875 Boynton-	2 nd Sunday of the Month
880 Colgate-	3 rd Sunday of the Month
825 Boynton-	4 th Sunday of the Month

LAFAYETTE NELSON

C/O NELSON MANAGEMENT GROUP, LTD.

HIGHLIGHTS HOUSE RULES REMINDER

Move In/Move Out is only permitted Monday through Friday from 9am-4pm. NO WEEKENDS OR HOLIDAYS. NO EXCEPTIONS

1. No parking on premises (parking lot or sidewalk) for move in/move out or deliveries.
2. All deliveries or removal of large items must be reported to management. A certificate of insurance from the moving company or furniture store needs to be provided before deliveries are made. If management doesn't receive a 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 damages sustained by move in will be billed to tenant of record.
3. Move in/ and Move outs or deliveries are not allowed through the lobby. You must enter through the ramp area of the basement of the building.
4. Alteration to the apartment or removal of Lafayette Nelson appliances and fixtures is not permitted.
5. No washing machines, dryers or dishwasher are allowed.
6. Window air condition(s) are prohibited. Only wall sleeve air conditioners are permitted.
7. Nothing can be attached to or installed on the window frames or molding.
8. Alterations must obtain Owners' prior written consent to install any paneling, flooring, built in decorations, partitions, or to paint or wallpaper the apartment. Resident must not change the plumbing, ventilating, electric or heating system.
9. Resident may not install a fence or enclosure of any kind on the terrace.
10. Absolutely NO barbecuing on terrace at anytime.
11. No painting of terrace floor, partition, railings or ceiling allowed.
12. Residents must keep the terrace free of garbage. They cannot 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 to the terrace.
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 7am and 4pm for proper disposal. No garbage can be left in compactor room - this is a fire and safety hazard and fines will be issued.
14. Satellite dishes cannot be attached to any parts of the building or hang from the building. This will be strictly enforced.
15. 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(s). If you are found not curbing your dog, you will be fined. See below cost.
16. Residents are also 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 and legal action.



MOVE IN/OUT AND DELIVERY PERMIT

Deliveries and Moves are permitted Monday-Friday, between the hours of 9AM-4PM ONLY.
Deliveries or moves are not permitted on Holidays or Weekends

Date of Move/Delivery _____ Building/Apt _____

Name of Moving or Delivery Company _____

Items being Moved _____

Appliances such as Air Conditioners, Washers, Dryers, Etc., are NOT permitted unless listed above.
ABSOLUTELY NO REFRIGERATOR OR STOVE DELIVERY ARE PERMITTED

Approved By _____ Date _____

Print Name _____ Date _____

In order to facilitate a successful delivery or move the following procedures must be followed:

No moves will be permitted without Lafayette Boynton Management approval. Once your delivery or move is approved a permit will be issued. Unauthorized deliveries or move in/out will be stopped or turned away.

POLICY

Deliveries and moves must be scheduled at least 48 hours in advance, on a first come first come basis with building management. Deliveries and moves only take place between the hours of 9AM-4PM., Monday-Friday, excluding holidays and weekends. All moves must be completed (Meaning MOVERS GONE FROM THE BUILDING) by 4PM. A grace period to 5PM is allowed with approval. There will be a charge of \$150.00 if there is an unauthorized move, delivery or after the hours permitted. Delivery or Moving Companies must be fully insured and provide a Certificate of Insurance(COI) with Lafayette Boynton Apartment Corporation and Nelson Management LTD as Additionally Insured.



Nelson Management Group, Ltd.

11543 Queens Blvd, Forest Hills, New York 11375 - Voice: 718-907-0500 - Fax: 718-907-1781

