

THE PROMENADE

Management's Contact Information Guide

Temporary Construction Office: 718-329-1229 Fax: 718-329-1267

David DaSilva - Ext.101 ddasilva@nmgltd.com

Odalis Reyes - Ext.102 oreyes@nmgltd.com

Engel Guzman - Ext. 103 eguzman@nmgltd.com

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

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

Security Desk: 718-562-5320

Exterminating Service:

2nd Saturday of the Month

4th Thursday of the Month

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

Billing/Leasing:

Billing Inquiries: Eileen Jimenez 718-997-9500 Ext. 115 ejimenez@nmgltd.com

Leasing Inquiries: Nancy Marzano 718-997-9500 Ext. 105 nmarzano@nmgltd.com

or

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 \$150.00.

NO WEEKENDS and 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 also will be fined \$150.00

NO EXCEPTIONS.

THE PROMENADE
NELSON MANAGEMENT GROUP, LTD.
HOUSE RULES REMINDER

Move In/Move Out is only permitted Monday through Friday from 9am-3pm.

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 must be approved by management. A Certificate of Insurance from a moving company or furniture store need to be provided before deliveries is 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. All damage to the elevator cab interior will be billed to the tenant expense.
3. All deliveries or removal of large items must be reported to management.
4. Move in/ and Move outs or deliveries are not allowed through the lobby. You- must enter through the service entrance area of the basement of the building on M-3.
5. Alteration to the apartment or removal of The Promenade appliances and fixtures are not permitted.
6. No washing machines, clothes dryers are allowed.
7. Window air condition(s) are prohibited. Only through the wall sleeve air conditioners are permitted.
8. Nothing can be attached to or installed on the window frames or molding.
9. 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.
10. Resident may not install a fence or enclosure of any kind on the terrace.
11. Absolutely NO BARBECUING is permitted on the terrace or on the property.
12. No painting of terrace floor, partition, railings or ceiling.
13. 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.
14. 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.
15. Satellite dishes cannot be attached to any parts of the building.
16. 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.
17. 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 \$150.00 per occurrence.

The Promenade

Office# 718-329-1229 Fax# 718-329-1267

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 The Promenade Temporary Construction Office to schedule a move. No moves will be permitted without The Promenade office approval. 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 management and may only take place between the hours of 9:00 AM and 3:00 PM, Monday through Friday, excluding holidays. Please call The Temporary Construction Office to schedule at (718) 329-1229. All moves must be completed (movers out of the building) by 3:00 PM. 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 Promenade Global LLC and Nelson Management Ltd named as additional insured.

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

Date Requested _____

Apartment _____

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 of the above procedures and return it to Management. Fax # 718-329-1267

Print Name _____

Signature _____ Date _____