

150 St. James Place

Management's Contact Information Guide

Management

Adam Nadel 718-997-9500 Fax: 718-997-1781 Email: anadel@nmgltd.com

Billing 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

Lease/Lease Renewal Inquiries Contact Stacey Molina 718-997-9500 x 113

Email: smolina@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) Jose Colon 914-906-9374

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

Repair Request Hours: 7:00am - 4:00pm

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

Move In/Move Out: Monday - Friday 7:00am - 4:00pm

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

Deliveries: Monday - Friday 7:00am - 4:00pm

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:

2nd and 3rd Saturday 12:00pm – 2:00pm

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HOUSE RULES

Move in/Move Out is only permitted Monday through Friday from 7:00am-4:00pm.

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.
2. All deliveries or removal of large items must be reported to superintendent.
3. Alterations to the apartment or removal of any building owned appliances and/or fixtures are not permitted without prior written consent of Management.
4. Resident must not change any plumbing, ventilating, electric or heating system.
5. No washing machines or dryers are allowed.
6. Window air condition(s) must be supported by an approved bracket.
7. Nothing can be attached to or installed on the window frame or molding.
8. Nothing can be stored on the fire escapes.
9. All garbage is to be placed in the garbage bins located directly in front of the building.
10. Satellite dishes cannot be attached to any parts of the building.
11. Pets are not permitted.
12. 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: _____

150 St. James Place

Brooklyn, NY 11238

Office#914-906-9374 / Fax#718-230-3576

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 Jose Colon 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 7:00am and 4:00pm, Monday through Friday, excluding holidays. Please call Jose to schedule at 914-906-9374. All moves must be completed (movers out of the building) by 4:00pm. 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 Atla Associates, LLC and Nelson Management Group, Ltd. named as additional insured.

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 Jose Colon.

Print Name _____ Signature _____ Date _____

Print Name _____ Signature _____ Date _____

150 St. James Place

MOVE-IN PROCEDURES FOR NEW TENANTS

- Move Ins & Deliveries are from 7:00am - 4:00pm Only.
- All move-ins must be scheduled with Jose Colon 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 line is 914-906-9374.
- If you are using a moving company, you must provide the moving company's insurance certificate naming Atla Associates, LLC and Nelson Management Group, Ltd. as additional insured.