

ATLANTIC TOWERS ASSOCIATES, LP  
Nelson Management Group, Ltd  
249 Thomas S. Boyland 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:** Tracey Phillip  
**Assistant Property Manager:** Natalie Gerber – ngerber@nmgltd.com

**Administrative Assistant:** Shiny Bastien - General Inquiries (718-385-3600)  
sbastien@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 – Canute Moore – cmoore@nmgltd.com**

**ASSISTANT SUPERINTENDENT – Alexander Palma – apalma@nmgltd.com**

**Supers work schedule: Monday – Sunday (Alternate weekends)**

**HOLIDAYS / WEEKENDS: EMERGENCIES ONLY**