

# 150 St. James Place

## Management's Contact Information Guide

### Management

Alfred Rapaj 718-385-3600 Fax: 718-345-0163 Email: arapaj@nmgltd.com

Assistant Manager – Nataliya Gerber 718-385-3600 Email: ngerber@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](mailto:nmarzano@nmgltd.com)

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

Email: [smolina@nmgltd.com](mailto:smolina@nmgltd.com)

Property Management – Alfred Rapaj

Assistant Manager- Nataliya Gerber

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:

2<sup>nd</sup> and 3<sup>rd</sup> Saturday 12:00pm – 2:00pm