

Global 36th Street, LLC
25-98 36th Street

Management's Contact Information Guide

Management

Adam Nadel 718-997-9500X101 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 Stacey Molina 718-997-9500 x 113

Lease Renewal Questions: Brenda Campos 718-997-9500 x 120 bcampos@nmgltd.com

Email: smolina@nmgltd.com

Executive Assistant to Adam Nadel - Patricia Yarbrough 718-997-9500 x 112

Email: pyarbrough@nmgltd.com

Building Superintendent – Novrus “Nick” Gjata 929-800-1687 Email: ngjata@nmgltd.com

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

Repair Request Hours: 8:00am - 4:00pm

Utility Company: Con Edison 800-752-6633

Move In/Move Out: Monday – Friday 8:30am - 5:00pm (No Exceptions)

NO WEEKENDS PERMITTED OR HOLIDAYS

All keys (s) must be returned upon vacating 25-98 36th Street. If keys are not returned there will be a charge for Key \$25.00 and Mailbox \$25.00. Prices are subject to change.

Deliveries: Monday-Friday 8:30am – 5:00pm

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:

3rd Saturday between 1:00-3:00pm
Sign-up sheet is located in the lobby for monthly service.

Global 36th Street, LLC
25-98 36th Street
HOUSE RULES

Move in/Move Out is only permitted Monday through Friday from 8:30am-5:00pm.
NO WEEKENDS OR HOLIDAYS, NO EXCEPTIONS

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. On the day of your move or delivery you must contact the superintendent to have the elevator padded. All damages to the elevators will be billed to the responsible tenant.
2. All deliveries or removal of large items must be reported to superintendent.
3. Move in/and Move outs or deliveries are permitted through the front entrance of the building
4. Alterations to the apartment or removal of any 25-98th 36th Street appliances and/or fixtures are not permitted without prior written consent of Management.
5. Resident must not change any plumbing, ventilating, electric, or heating system.
6. No washing machines or dryers are allowed.
7. Window air condition(s) must have proper brackets.
8. Nothing can be attached to or installed on the window frame or molding.
9. 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 8:00am and 8:00pm for proper disposal. No garbage should be left in compactor closet. If your garbage is found you will receive a fine. See below fine cost.
10. Satellite dishes cannot be attached to any parts of the building.
11. 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: _____

Global 36th Street, LLC
25-98 36th Street
Astoria, NY 11103
Office#718-997-9500 / Fax#718-997-1781

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 Nick Gjata the building superintendent to schedule a move. **No moves will be permitted without Nelson Management's approval.**

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 8:30am and 5:00pm, Monday through Friday, excluding holidays. Please call Nick to schedule at 929-800-1687. All moves must be completed (movers out of the building) by 5:00pm. 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 Global 36th Street, LLC and Nelson Management Group, Ltd. named as additional insured.

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

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 Nick Gjata.

Print Name _____ Signature _____ Date _____

Print Name _____ Signature _____ Date _____

25-98 36th Street MOVE-IN PROCEDURES FOR NEW TENANTS

- Move Ins & Deliveries are permitted Monday through Friday 8:30am - 5:00pm Only. NO EXCEPTIONS.
- All move-ins must be scheduled with Nick Gjata 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 cell number is 929-800-1687.
- If you are using a moving company, you must provide the moving company's insurance certificate naming Global 36th Street, LLC and Nelson Management Group, Ltd. as additional insured.
- There is no service or freight elevator at 25-98 36th Street. One of the regular passenger elevators will be set up with padding and for your exclusive use during the time of your move-in.
- If any piece of furniture is too big to fit into the elevator, you must use the stairway to bring it up to your apartment.