

LAFAYETTE NELSON APARTMENTS LLC

Management's Contact Information Guide

Site Management Office:

Office#: 718-378-2800 Fax: 718-378-6572 Office Hours: Monday-Friday 9:00AM-4:00PM
Utility Company Billing Inquire - Amps-Elemco Electric: 631-761-8557

General Manager:

Steve Seltzer - Ext.206 Email: sseltzer@nmgltd.com

Assistant Property Manager:

Carol Thurman - Ext.201 cthurman@nmgltd.com

Administrative Assistant:

Natalie Lopez - Ext.200 nlopez@nmgltd.com

Work Order Request, General inquiries, Delivery Request

Security Supervisor/ Administrative Assistant: Emir Hernandez-Ext.204 ehernandez@nmgltd.com

Work Order Request, General inquiries, Parking inquiries, and Security inquiries

Superintendent: Ramon Flores (Indio)

Work Days Sunday-Thursday

Asst. Superintendent: Hilton Acevedo

Work Days Tuesday- Saturday

Nelson Management Group, Ltd. Office: Office# 718- 997-9500 Fax# 718-997-1781

Billing- Eileen Jimenez Ext.115 Email: ejimenez@nmgltd.com

 Brenda Campos Ext.120 cchorny@nmgltd.com

Leasing- Nancy Marzano Ext.105 nmarzano@nmgltd.com

 Stacey Molina Ext.113 smolina@nmgltd.com

Repair Request Hours: 9:00AM-4:00PM

*Note: Any emergencies before or after office hours, please contact the Security Desk @ 718-842-2950

Move In/Move Out:

Monday- Friday 9:00AM-4:00PM (Grace period up until 5:00PM) after 5:00PM
a fine of \$150.00 including deliveries.

NO WEEKENDS OR HOLIDAYS PERMITTED

Deliveries:

Monday-Friday 9:00AM-4:00PM (Grace period up until 5:00PM)

Management must be informed regarding all deliveries. **No Move In/Out or Deliveries are permitted through the parking lot area.** All items to be moved or delivered must come into the building via pedestrian gate and through rear basement ramp. A Certificate of Insurance must be provided by all delivery and Moving Companies. **BE ADVISED THAT NO INSTALLATION OF ANY APPLIANCES IS PERMITTED AND SUCH DELIVERY WILL BE TURNED AWAY.** All keys and parking remote(s) must be returned upon vacating Lafayette Boynton. If keys or parking remote(s) are not returned there will be a charge for each one (Key fob \$25.00, Mailbox \$35.00, Gate Key \$15.00, Parking remote \$85.00, Apt. key \$65.00). Prices are subject to change * **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 a minimum of \$150.00 NO EXCEPTION.**

BUILDINGS EXTERMINATOR SCHEDULES:

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

820 Colgate- 1st Sunday of the Month

875 Boynton- 2nd Sunday of the Month

880 Colgate- 3rd Sunday of the Month

825 Boynton- 4th Sunday of the Month