

Move-In Information

Stepping Stones, 125 Lake Street, White Plains NY 10604

Effective 11/01/05

On Site Managing Agent Representative: Donna Vought Office: North Lobby (914) 448-5600
Hours: Monday through Friday - 8:30 AM to 11:30 AM and by appointment.

Move-In Procedures

1. Please contact Donna Vought to schedule your moving date. Only one tenant will be scheduled per day on a first come first served basis. One elevator will be provided for your use and protective pads will be installed.
2. Moving is permitted 9:00 AM - 4:00 PM Monday through Saturday only. No moving is permitted on Sundays or Holidays.
3. All moving must be done through the rear entrance on the third floor.

Utilities

You must be present for all service connections. Building staff cannot provide access to your apartment.

Telephone: Verizon: 890-2550

Cable TV: Cablevision: 777-9033

Electricity: Con Edison 1 800 752-6633. Contact Con Edison prior to your move-in date.

If you are not at home when Con Edison turns on your meter they will leave your breaker off and you will not have electricity in your apartment. If you need to have your breaker turned on by building staff you must request it in writing in advance. **Breakers will only be turned on between 8:30 a.m. & 4:30 p.m. Monday – Friday no exceptions.**

Parking

All parking is assigned and there are no provisions for guest parking. All illegally parked vehicles are subject to immobilization and/or towing. Parking is not included in your rent. A "Parking Request Form" must be submitted to obtain an assigned space. Please review the complete "Parking Policy" and your lease for additional information on parking rules and regulations.

Intercom

The intercom system works through your telephone. Please submit written notification of your new phone number, with your name and apartment number to the on site management office so that it may program it into the system. To use the system simply press the "9" button when a visitor calls and the front door will open. A touch tone phone is required for this system and call waiting is recommended.

General Rules & Regulations

Please review the Resident Information form for general rules and regulations.

