

# Move-In/Move-Out Information

North Lake Associates, 15 Lake Street, White Plains NY 10603

Please retain for future reference.

Revised November 15, 2007

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Superintendent: Ray Villa 761-7777

Assistant: Peter Kovacs 15 Lake St Apt. LB-2 831-7278

## Move-In/Move-Out Procedures

1. Please contact Mr. Kovacs to schedule your moving date. Only one tenant will be scheduled per day on a first come first served basis. Protective pads will be placed on the elevators so they are not damaged. You are responsible for the return of the elevator pads. If you cannot locate the superintendent, please store them in your apartment until they can be returned.
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 side door in the carport or through the stairwell door next to the main entrance.

## Utilities

You must be present for all service connections.  
Staff members cannot give anyone access to your apartment.

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

Verizon: 1-888-394-7202

Cablevision: 777-9033

**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

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

