

# Move-In/Move-Out Information

Stepping Stones Associates, 125 Lake Street, White Plains NY 10604

Please retain for future reference.

(Revised December 2018)

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Resident Manager: Frank Villa

Assistant: Willy Villa

## Move-In/Move-Out Procedures

1. Please contact Mimi Toohey by email at [mimi@derosarentals.com](mailto:mimi@derosarentals.com) to schedule your moving date. Only one tenant will be scheduled per time slot 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 resident manager, 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 rear entrance on the third floor.

## Utilities

You must be present for all service connections.

The resident manager cannot give anyone access to your apartment.

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

Cable/Internet/Telephone: Verizon Representative: 929-271-6795

Cablevision: 914-777-9033

## 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 resident manager's office so that it can be programmed into the system. To use the system, simply press the "9" button when a visitor calls and the front door will open. A landline is required for this system and call waiting is recommended.

## 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" with a copy of your vehicle registration 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.