



PO BOX 720247
JACKSON HEIGHTS NY 11372

P: 718 507 6853

F: 718 429 0553

norcormanagement.com

NOTICE

Building Procedures

Residents of 42-15 43rd Avenue Sunnyside, NY 11104

Garbage Disposal

The staff of the building is trying to keep the building clean, safe and secure. It is very difficult to keep a building clean and pest free when they do not receive the cooperation of its residents to properly dispose of their garbage.

Building residents are leaving papers, boxes, and refuse on the floor. It is not the responsibility of the building staff to throw garbage down the chute or carry it down to the basement. Nothing is to be left on the compactor room floor.

- 1) All non-recyclable garbage is to be thrown down the compactor chute. Leaving rubbish in the compactor room area attracts pests, creates odors, dirties and stains the floor.
- 2) All recyclable garbage is to be placed in the proper recycling can inside the compactor room. Any large objects, cardboard boxes etc., are to be brought to the basement for disposal.

Your cooperation will help us keep the building clean and pest free.

Moving and Delivery

Following is the procedure for delivery of large items and moving in and out of the building:

- Moving furniture or other heavy items is permitted from 8AM to 6PM Monday thru Saturday only. There is no Sunday moving permitted. All moving is through the basement service doors of the building --not through the main lobby entry.
- The superintendent (Apt A03), 347-495- 6407, must be notified at least 3 days in advance of a move in/out or large furniture delivery, in order to protect the building and elevator against damage.



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Smoking

- There is no smoking allowed in any public area of the building, such as: hallways, lobby, elevators or stairwells, etc.
- There is no smoking within 50 feet of any building entrance.

Dog Responsibilities

Please curb your dogs and please clean up after them as it is a \$150 NYC fine if you fail to do so. If your dog has an accident in the building it is your responsibility to clean up the area -- there is a \$100 building fine for failure to clean up after your animal.

Vandalism

It is unfortunate that as we have tried to improve the quality of life in the building there are those who believe they have a right to graffiti and scratch the elevators mahogany walls.

Please be aware that anyone caught will be arrested and we will seek to evict them from the building as well as seek civil court compensation for any and all damages.

If you have any questions please contact the Management company at 718-507-6853.

Management Company

June 28, 2019