

Move-In/Move-Out Information

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

Please retain for future reference.

(Revised April 2021)

Resident Manager: Frank Villa

Assistant: Willy Villa

Move-In/Move-Out Procedures

1. Please contact Mimi Toohey by email at 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: Prior to your move-in date, go to **coned.com** to start service or transfer a current account with ConEdison.

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

Optimum: 914-777-9033

Intercom

The intercom system works through your telephone. Please submit written notification of your 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 on your phone when a visitor calls and the front door will open. A landline or cell phone can be used 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.