



## Pavilion FAQs

### Rental Procedure & Moving In

#### **Q. What are the qualifications for tenancy at The Pavilion off the Park?**

A. We require that prospective tenants provide ALL of the listed documents, meet the financial and credit criteria and agree to the qualification terms below (Incomplete submissions will not be considered):

- A rental application
- A rental Verification Form
- A credit history background check
- A minimum credit score of 700
- A salary equal to or greater than 40 times their portion of the rent
- A personal background check
- A letter from the current employer verifying employment
- Pay stubs from the previous 3 consecutive pay periods
- Tax forms for the preceding 2 years
- Bank statements for all accounts for the previous 3 months
- Government issued identification
  - Please note that we do not accept guarantors

#### **Q. Who do I contact about renting an available unit?**

A. Our units are listed and brokered by Charles Kalonzo of Douglas Elliman. Please feel free to contact him at (347) 925-8447 or by email at [Charles.kalonzo@elliman.com](mailto:Charles.kalonzo@elliman.com).

#### **Q. I have been approved to lease a unit. What is your Move In policy?**

A. All moves into the building must be scheduled with the Managing Agent, a minimum of one week in advance. Please contact [management@thepavilionoffthepark.com](mailto:management@thepavilionoffthepark.com) to schedule your move in.

Moves are allowed only between the hours of 8:00 AM and 4:00 PM, Monday through Friday. If a move begins after 2:00 PM, the move will not be allowed if it appears that it will run past the 4:00 PM deadline. Only one move per day can be scheduled.

A Certificate of Insurance must be submitted in advance to the Managing Agent from the moving company, naming The Pavilion Off The Park, LLC and the Managing Agent, Pavilion Management LLC, as certificate holders and additional insureds. It should also state, "on primary and non-contributory and waiver of subrogation basis."

**Q. Are there any move associated deposits?**

A \$500 move in deposit, via a bank certified check, must be submitted in advance to the Managing Agent office, payable to Pavilion Off The Park, LLC. Deposits are fully refundable provided no damage occurs to the common elements of the building as a result of the move. Damages sustained in the unit as a result of the move will be deducted from the security deposit. This payment is provided to the Broker along with all other required deposits, including the First Month's rent, the Security Deposit and Pet Fee Deposit, if applicable.

**Q. I am not using a moving company; do I have to submit a COI or pay a deposit?**

A. Self-moves are subject to the same requirements as those using a third-party mover, except that insurance will be provided by the tenant moving in. A copy of the tenant's renter's insurance must be on file with the Managing Agent before any self-move is scheduled. The Pavilion Off The Park and the Managing Agent must be named as additional insureds.

**Q. Can you recommend any moving companies? Are there any referral benefits?**

Our residents can benefit from discounts with Flat Rate Moving, Moishe's and Shleppers who are just a few of our various partners.

**Pets at The Pavilion**

**Q. Is The Pavilion Off The Park a pet friendly building?**

A. Yes, we welcome pet owning individuals and their animal companions.

**Q. Do you allow other types of pets besides dogs and cats?**

In addition to cats and dogs, other accepted pets would include birds, small caged mammals, and fish.

Requests to keep any other type must be presented to Management in writing. Any pet may be rejected by Management for any reason Management deems appropriate. Management reserves the right to deny an Application for Permission to have a Pet or Pet Agreement due to an animal, breed, or animal mixed with a breed with a history of aggressive behavior. All pets must be able to be restrained by leash, carrier or cage.

**Q. Does your building charge any pet related fees?**

A. Yes, each tenant who wishes to keep a dog or cat must pay an annual non-refundable fee of \$150.00 per pet in order to have their pets on the premises.

**Q. What kind of information do you require when registering a pet?**

A. We require that all residents review and sign the Pet Policy & Lease agreement. We also require documentation showing that the pet has been inoculated in accordance with state and local law. In addition to

this we will need a statement from the pet's veterinarian indicating that the pet is currently receiving proper veterinary care, and is up-to-date on rabies and distemper vaccinations. Such verification will also be required with annual registration updates.

**Q. Are there any weight requirements or other restrictions for pets in the building?**

A. The size of your animal friend cannot exceed 45-50 pounds. Also, no more than 2 cats and/or dogs may reside in one rental unit as long as they do not exceed the weight requirements.

**Q. Can I host a play date for my pet on site?**

A. No other pet (including offspring) shall be permitted on the premises by Tenant or Tenant's guests or occupants, at any time.

**Q. I have been prescribed a Companion/Assistant Pet. Do I still have to register my pet with management?**

A. Yes, Companion/Assistant animals must still be registered with management, but we require other paperwork and maintain a separate but similar policy for pets under this classification.

**Storage & Amenities**

**Q. Are there storage lockers/units on site?**

A. Unfortunately, we do not have storage locker on the premises, but we do have a bike room for residents to store their bicycle(s).

**Q. Are there any fees for use of the bike room?**

A. Yes, there is a monthly fee of \$15.00 for one bike and \$25.00 for two bikes.

**Q. How many bikes are we allowed to store in the bike room?**

A. Tenants are allowed a maximum of two (2) bikes per apartment unit.

**Q. How do we reserve a space in the bike room? Is there a waiting list?**

A. Tenants wanting to store their bikes must contact the Managing Agent and request a space. There is an agreement form that the tenant would need to sign and return to management.

Spaces are granted subject to availability. A waitlist will be maintained and cleared on a first come, first serve basis.

**Q. How often is the bike room open?**

A. The bicycle room is open 24 hours a day, 7 days a week.

**Q. What is The Pavilion Perks Program?**

A. The Pavilion Perks Program is a neighbor to neighbor and business to business initiative whereby various businesses have agreed to partner with the Pavilion Off The Park to provide residents with exclusive discounts

and packages. These discounts off regularly priced goods and services are only available to The Pavilion Off The Park tenants. We have developed collaborative relationships with premier businesses in the surrounding community and the greater New York City to provide our tenants with access to a host of services as an extension of the amenities and privilege of residency at The Pavilion Off The Park. An extended list of partners can be found under the Pavilion Perks Program section.

**Q. Do you have a gym or a swimming pool on site?**

A. We do not have a gym or swimming pool at The Pavilion Off the Park, but under the Pavilion Perks Program our residents benefit from special discounted membership plans with New York Sports Club and Asphalt Green whose state-of-the-art facilities are located nearby.

**Q. Are the windows outfitted with Window Guards?**

A. Our windows are designed with a built in window guard that is activated through a special lock system so we are in compliance with the safety regulation of the New York City Department of Health & Mental Hygiene variance requirements. This is to ensure the safety of all residents, especially those ages ten and younger. In accordance with building policy the window guard variance must remain activated on all windows.