



# FAQs.

Common Tenant - Landlord questions & situations.

## •When is rent due?

**Rent is due on the first of every month, every month.** Any concerns regarding billing can be directed to our office manager or our in house accountant depending on your location. Direct Deposit is possible. Late charges for Rent received after the 10th of the month.

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## •Where do I mail my rent check?

931B Conklin Street, Farmingdale, NY 11735

## •I want to do some work on my space...

We have an in-house General Contracting Company that can help put together a price and scope of work to perform the work you have in mind.

## •There is a pile of snow in front of my door(s)...

In our lease it states that tenants are responsible for 10' from their doors or to the edge of the adjacent sidewalk. Tenant is also responsible for the snow directly in front of drive in/overhead door(s) and back door(s).

## •How do I dispose of garbage?

**Each tenant must establish a contract with a sanitation/ waste management company depending on how much waste they create.** Most tenants use Jet Sanitation Service. Their contact information is in the Introduction Letter included in this packet.

*Exterior Debris/property – if tenant continually leaves debris outside we charge to remove it.*

## •I'm having a problem with my HVAC

(Heating, Ventilating, & Air Conditioning)

**According to the lease, all tenants must have a service contract for their HVAC unit.** Issues regarding electrical and plumbing are also the tenants' responsibility. If an issues arise, contact your service provider, not the land lord. Be sure to have the filters in your HVAC system changed periodically.

## •What liquids/ substances can I pour down the drains / flush down the toilets?

**Water, Hand Soap, light amounts of toilet paper, and drinkable beverages.**

*NOT Paint, industrial waste, sanitary napkins, paper towels, or any sort of chemicals including Drano, motor oil, solvents, degreasers, thinners or any other liquids or other anti-clogging substances. NO cleaning of machine parts, paint brushes, photographic processes, etc. in the sink, toilet or storm drains. If you can't drink it, you should not pour it down the drain. That goes for washing off oily and greasy hands and tools Trace quantities of solvents from repeated hand washing builds up in our septic tube which creates environmental issues and in turn equals out to extra billing!. **You must use a self-contained Safety Kleen type sink if you want to wash of oil and grease.***



**BRENTMAKO**  
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# Preferred Help

Trusted Contractors we've worked with in the past.

## HVAC

Heating  
Ventilating  
& Air Conditioning

The lease requires that you obtain a service contract with a licensed HVAC contractor. A service contract will inevitably save you money on certain parts, labor, and repairs. Below are two reliable companies we frequently work with.

**Reliance Mechanical Services** - (631) 787-2600

**Associated Energy, Inc.** - (631) 348-1021

## Plumbing

You must be sure to not flush anything other than toilet paper down the toilets.

**Tom Martin Plumbing**- (631) 218-7900

**Nu-Line Plumbing**- (631) 365-6604

**Bianco Plumbing** - (516) 903-1838

**Citywide (Cesspool issues)** - (800) 310-2564

## Electrical

**Regco** - (631) 761-8484

**United Electric** - (516) 408-3322

## Sanitation & Dumpsters

**Jet Sanitation Service**- (631) 234-7100

# Storefront Glass & Doors

**Jimmy's Glass** - (631) 654-0662  
**Northport Glass** - (631) 834-0315  
**Clear Image Glass** - (631) 580-5888

# Pest Management

**RK Environmental Services** - (800) 996-4402

# Utilities

Gas & Electric

The utilities must be switched over to your company immediately.

**Electric (PSE&G)** - (800) 966-4818  
**Gas (National Grid)** - (800) 930-5003

# Custom

Company Apparel & Office Supplies

**String It Up** - (631) 804-3145  
**Village Office Supply** - (516) 694-4500  
**Office Furniture Warehouse** - (631) 582-5388

# Fire Extinguisher

Maintenance

**All-Out Fire** - (631) 580-0303  
**Firematic Supply Co** - (631) 924-3181



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