

NuSun Vernon

Move-In Checklist

Before Your Move

- Review and sign lease agreement
- Pay security deposit and first month's rent
- Confirm move-in date and time with landlord
- Schedule move with Resident Manager Anny Wu (awu@nyallianceproperties.com)
- Move days: Monday–Friday only, 9:00 AM – 5:00 PM (no weekends/holidays)
- Submit \$1,000 refundable deposit (to "NuSun Vernon Condominium LLC") — certified check
- Submit \$300 non-refundable service fee (to "NY Alliance Properties LLC") — certified check
- Payments due at front desk at least 5 business days before move

Insurance Requirements

- Obtain Certificate of Insurance (COI) from moving company
- Submit COI at least 3 full business days before move
- Required coverage: \$1,000,000 general liability
- Required coverage: \$2,000,000 aggregate
- Required coverage: \$1,000,000 auto liability
- Required coverage: Workers' compensation
- Certificate Holder: NuSun Vernon Condominium LLC, c/o NY Alliance Properties LLC, 3055 Vernon Blvd, Long Island City, NY 11102
- Set up renter's insurance (required)

Note: Movers will NOT be permitted without an approved COI on file.

Utilities Setup

- Transfer electric to Con Edison: (800) 752-6633 or coned.com
- Service address: 1108 30th Road, Unit __, Long Island City, NY 11102
- Schedule internet: Verizon Fios (800) 837-4966 or Spectrum (844) 955-0258
- Note: Gas & water included in building common charges — no setup needed
- Note: Heating & cooling (HVAC) included in common charges

Move-In Day

- Pick up keys and key fobs from landlord
- Confirm all keys work (unit door, mailbox, building access)
- Take photos/video of entire unit documenting existing condition
- Test all appliances (refrigerator, oven, dishwasher, washer, dryer, microwave)
- Run water in all faucets and check for leaks

- Test heating and air conditioning
- Check all light fixtures and outlets
- Test intercom and buzzer system
- Inspect windows for proper operation and any damage
- Document any existing damage or issues in writing

After Moving In

- Submit move-in condition report to landlord within 48 hours
- Update mailing address with USPS, banks, employers, etc.
- Register vehicle with building management if parking
- Register bike with building for bike storage access
- Familiarize yourself with amenity locations and hours
- Locate trash rooms on your floor
- Save emergency contact numbers from lease documents
- Download any building apps or portals as directed

Important Contacts

Landlord Email: rentals@nusunvernon.com

Resident Manager: Anny Wu — awu@nyallianceproperties.com | (718) 504-6788

General Manager: Scott Xue — sxue@nyallianceproperties.com | (347) 517-0722

Front Desk (24/7 Emergency): (347) 396-5827

Con Edison: (800) 752-6633