



225 West 35th St, 15th floor New York, NY 10001
Phone: (646) 214-0333 Fax: (212) 810-4162
livingstonnyc.com

ANNOUNCEMENT OF NEW BUILDING MANAGING AGENT

July 7, 2014

Dear Residents:

Livingston Management Services is pleased to announce that our company has been retained by the Board to manage **The 534 West 42nd Street Condominium**.

ABOUT OUR FIRM

Livingston Management Services is the managing agent for 45 properties in New York City. Our goal is to manage your building with the highest level of professionalism. Our main office is located at 225 West 35th Street, 15th Floor. Feel free to contact our office with any questions at (646) 214-0333.

ABOUT THE PROPERTY MANAGER

Joel Krieger will serve as your property manager. He has 13 years of property management experience and is a member of IREM, The Institute of Real Estate Management. He is a licensed New York State real estate broker and a member of REBNY, The Real Estate Board of New York. In 2008 he earned the Accredited Residential Manager (ARM) certification from IREM. He is a founding member of the firm and has served as a property manager for condominiums, coops, residential apartments, and commercial properties. Other notable properties he manages include 135 East 50th Street (The Randolph), 779 Riverside Drive (Crillon Court), and 38 Delancey Street. His role as property manager is to coordinate building staff, provide operational support, and act as team leader for the property accountant and maintenance manager.

CONTACT INFORMATION

Below are the direct phone numbers and email addresses of the team members involved in managing your building. Please call or email Joel about any general questions or if you are unsure who to contact about an issue. Please call or email Tori Goodman in accounting if you have a question about your account statement or about making a payment. Please contact Patrick Sullivan if you have a building maintenance question. Please cc Joel Krieger on all emails sent to Livingston to make sure the appropriate follow up is provided.

Property Manager	Joel Krieger	(646) 214-0321	joel@livingstoncre.com
Property Accountant	Tori Goodman	(646) 214-0341	tori@livingstoncre.com
Maintenance Manager	Patrick Sullivan	(212) 433-0720	patrick@livingstoncre.com
Building Super	Artur Ujkaj	(646) 214-0333	press #1 for the building super

Our company's regular office hours are 9:00am to 5:30pm Monday through Friday. We can also be reached after hours and on weekends by calling our main number at (646) 214-0333. Please follow the phone system prompts to reach the correct individual.

COMMON CHARGE PAYMENT INFORMATION

Please make all checks payable to: **The 534 West 42nd Street Condominium**

OUR MAILING ADDRESS

We will receive your most recent payment from the previous managing agent. Going forward, please use the address below to **mail payments:**

The 534 West 42nd Street Condominium
c/o Livingston Management Services, LLC
225 West 35th Street, 15th Floor
New York, NY 10001

ONLINE PAYMENTS

An online **resident payment portal will be available prior to the August 1, 2014.** Once the online portal is available, residents will be notified and encouraged to register for the online system. The resident portal will allow residents to pay charges online and submit maintenance requests. The link can be found on our website: **livingstonnyc.com.**

We will send an email to all residents once the payment portal is available for your building.

Thank you!