



NEW BEDFORD MANAGEMENT CORP.

210 E 23RD ST 5TH FL NEW YORK, NY 10010 T: 212.674.6123 F: 212.532.0248

July 31, 2018

Dear Warwick Residents

New Bedford Management Corp. is the newly appointed property management firm assigned to your building by the Board of Directors of Warwick Owners Corp., starting day to day operations on August 1, 2018. We are very excited to be working with this property. New Bedford Management would like to introduce our Managing Agent and the support staff that can assist you with any questions or concerns you might have. We have also included our 24-hour Emergency Contact number.

Property Manager

Sanjiv Diwan
646-453-5276
sanjiv@nbmgmt.com

Assistant Property Manager

Mary Ann Basrudin
(646)453-5277
maryann@nbmgmt.com

Accounting Department

Accounts Receivable
(646)453-5278
billing@nbmgmt.com

24 HR BUILDING EMERGENCY

Our 24 HR Emergency Dispatch system will direct your call to our agents.

This emergency number is activated from 5pm - 9am daily.

212-674-6123

PLEASE KEEP FOR YOUR RECORDS

ONLINE RESIDENT PORTAL – STARTING IN SEPTEMBER

We are happy to provide you with a fast and convenient way to manage and pay your monthly statements through our online resident portal. If you have any questions or need an account set up, please email us at billing@nbmgmt.com or by phone 646-453-5278.

Schedule automatic recurring payments or make one-time monthly payments online by e-Check (ACH) from your bank account for FREE or by all major Credit Cards for a fee.

- Click the blue button, "View Billing, Payments & Outstanding Balance" at the bottom of the home screen
- Download your monthly statement
- Click "Pay Now" to route to ClickPay (e-Check for FREE or Credit Card for a fee)
- Set up Automatic Payments or one-time payments



NEED ASSISTANCE - CLIENT PORTAL/EBILLS/ONLINE PAYMENTS?

Email our accounting department at billing@nbmgmt.com or call 646-453-5278

MAILING ADDRESS FOR PAYMENTS

If you choose to pay by paper check or through your bank's Online Bill Pay feature, please ensure your monthly payments are mailed to the following address. Please be sure to include the remittance slip for all payments made by paper check and write your account number in the notes section of your check:

345 Montgomery Owners Corp.
P.O. Box 353
Emerson, NJ 07630

PLEASE INDICATE YOUR ACCOUNT NUMBER ON YOUR PAYMENT