

***Apartment and Neighborhood  
Reference Guide  
10 Amsterdam Avenue  
New York, New York 10023***

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# Mount Sinai

Dear Tenant,

Welcome to the 10 Amsterdam Avenue Residential building!

This reference guide is intended to provide you essential information about the building, your apartment and the surrounding neighborhood.

Please pay special attention to the procedures listed in this guide and in your Occupancy Agreement.

If you have any questions or concerns, please do not hesitate to contact us.

Thank you for choosing to reside in Mount Sinai West and Mount Sinai Morningside Housing.

Sincerely,

Real Estate Services  
Mount Sinai West & Mount Sinai Morningside

## **Real Estate Service Contact Information**

Corporate Director, MSM & MSW	646-605-4960	<a href="mailto:Fay.Robertson@mountsinai.org">Fay.Robertson@mountsinai.org</a>
Property Manager, MSM & MSW	646-605-4968	<a href="mailto:Fredalyn.Vargas@mountsinai.org">Fredalyn.Vargas@mountsinai.org</a>
Director, Institutional Housing, Rose Associates	212-659-9706	<a href="mailto:JSchofield@rosenyc.com">JSchofield@rosenyc.com</a>
Senior Property Manager, Rose Associates	212-659-9622	<a href="mailto:JPagnanella@rosepmg.com">JPagnanella@rosepmg.com</a>
Property Manager, Rose Associates	212-659-9622	<a href="mailto:LRamirez@rosepmg.com">LRamirez@rosepmg.com</a>
Emergency Hotline	800-862-1674	

## **10 Amsterdam Avenue Building Information**

24 Hour Lobby Desk	212-757-5035	
Superintendent	212-757-5035	<a href="mailto:Alvin.Martinez@mountsinai.org">Alvin.Martinez@mountsinai.org</a>

## SECTION 1: BUILDING MANAGEMENT AND OPERATION

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### BUILDING MANAGEMENT AND SUPPORT SERVICES

The Department of Real Estate Service is located at 150 East 42<sup>nd</sup> Street, Suite 2A, New York, NY 10017. The office hours are from 9:00 AM – 5:00 PM, Monday – Friday, except holidays. Tenants wishing to meet with a member of the Real Estate team should schedule an appointment via e-mail. Tenants without an appointment will be denied access to the building, due to security measures-

For concerns regarding your Occupancy Agreement, tenant statements, payroll deductions, security deposits, electricity charges or other tenant occupancy issues, please reach out to the MSM and MSW Property Manager or Corporate Director at telephone numbers 646-605-4969, 646-605-4960 or via email at [Fredalyn.Vargas@mountsinai.org](mailto:Fredalyn.Vargas@mountsinai.org) or [Fay.Robertson@mountsinai.org](mailto:Fay.Robertson@mountsinai.org).

#### Rose Associates

The hospital system has contracted Rose Associates as the managing agent of the residential buildings. For your building and apartment needs or services, please reach out to the Rose Associates Property Manager, Senior Property Manager or Director, Institutional Housing at telephone numbers 212-659-9622, and 212-659-9706 or via email at [LRamirez@rosepmg.com](mailto:LRamirez@rosepmg.com), [JPagnanella@rosepmg.com](mailto:JPagnanella@rosepmg.com) or [JSchofield@rosenyc.com](mailto:JSchofield@rosenyc.com).

For **emergencies after business hours only**, the Property Manager on call can be reached at 800-862-1674.

#### Building Staff

The members of the building staff are comprised of the security guard and porters who are under the direction of the Superintendent. Security Guards are stationed at the 24 hours, 7 days a week lobby desk. The building staff will be available to service your apartment needs for all necessary repairs from 8:00 AM to 4:00 PM, Monday through Friday.

### OCCUPANCY AGREEMENT

The Occupancy Agreement is an agreement between you and the hospital, regarding residing in a Mount Sinai Health System owned apartment. It is offered to you as a condition of your full-time employment with the hospital system and remains effective for the duration, and until the last day, of your training program. Tenants are to adhere to all policies listed and outlined in the Occupancy Agreement and its attached riders. Non-adherence to the Occupancy Agreement and the attached riders are grounds to terminate your Occupancy Agreement.

#### Occupancy

The occupancy of your apartment is limited to only the persons listed in your Occupancy Agreement and its riders. Should you need to include another person in your apartment, due to change in family size, please immediately notify Real Estate Services. We are required to keep an accurate record of all tenants residing in the building, including children, and for emergency purposes. Short-term apartment visitors should be listed in our computerized work order, visitor tracking and building notification system called BuildingLink in order for access to be granted to the building and your apartment floor. Shortly after move-in, you will be sent an e-mail with your username and temporary password with which to create your account in Buildinglink.

### Occupancy Termination

The Occupancy Agreement that you signed / will sign before move-in, says that you occupy the premises on a month-to-month basis and it remains in effect only as long as you remain a full time employee in good standing with the Hospitals and uses the premises as your primary residence and for no other purpose.

Among other clauses, it should be noted that either you or us could choose to terminate the agreement at The end of any calendar month for any reason or for no reason upon 30 days prior written notice to the other.

Upon termination of the agreement by you or us, you are required to return the apartment vacant and in broom clean condition. Failure to do so will result in vacating charges which will be deducted from your security deposit and or salary.

### **RENT**

Rent is due on the first of the month. Non-payment of rent is grounds for Real Estate Services to terminate your Occupancy Agreement. For the 1<sup>st</sup> month's occupancy, incoming tenants are responsible for paying online via ACH or credit card any prorated or full month's rent due. Prorated rent at move-in is any rent assessed for a partial month of occupancy between your move in date and the end of the month in which you moved in.

### Payroll Deductions

Rent is collected by payroll deduction from employee's salary. The rent for each month is collected from the first two paychecks of the same month and applied to your housing account. It is the employee's responsibility to ensure that the correct rent is being deducted from their salary. If you are being over- or under- deducted rent from your salary, please inform the property manager in Real Estate Service immediately.

### **SECURITY DEPOSIT**

The security deposit is a flat fee of \$500.00 to be paid online within the first 5 days of move in. It will be held in a separate bank account and returned to tenants 2 weeks after they have vacated hospital housing. It will be returned less any arrears on the tenant's housing account and any vacating / damage fees assessed following apartment inspection at move out.

### **ARREARS**

Arrears are any charges, for items such as rent or electricity, not paid in full by their due date. The hospital reserves the right to collect arrears in the same manner as the monthly rent and deduct at move out, any remaining arrears from tenant's security deposit. If the arrears balance cannot be repaid in full by either of these methods, the tenant either is required to make alternate repayments arrangements, or will be engaged in collection proceedings. Such tenants will not be signed out of the Hospital's New Innovation systems by Real Estate Services at the end of the training program thereby preventing release of the employee's diploma.

### **TRANSFERS**

Internal transfers to another apartment are granted based on apartment availability and applicant position on the waitlist for the desired size apartment Tenants may submit a transfer application via the online Housing Application and select the "Waitlist-Transfer" option in the "Source" field under the "Current

Housing” Section. Lateral transfers (a transfer to an apartment of the same size), will result in a \$300.00 fee.

### MOVE IN & MOVE OUT PROCEDURES

Move In and Move Out procedures and guidelines will be provided once Real Estate Services is notified of your intent to move in or move out of the building. For more information, please reach out to the Real Estate Services’ Property Manager.

### CLICKPAY

ClickPay is the online platform for reviewing your housing account and making electricity and additional rent payments, as needed. To register to use the ClickPay application and access your housing account, visit <https://www.ClickPay.com/rose> with your resident ID number from the monthly Rose Associates tenant statement you will receive in the mail. **Please do not establish via ClickPay, an automatic charging of your account balance** to a credit card or to your bank account. Always set a maximum amount that can be charged to your card or bank account. Automatic charging without a limit may result in your rent being paid twice because rent is collected by payroll deduction. Please reach out to your MSM and MSW Property Manager for any concerns regarding your housing account balance in ClickPay.

## SECTION 2: ABOUT THE BUILDING

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### SECURITY

Security is a priority for all hospital housing. The building is staffed with 24-hour Security Guard personnel. The Security Guard may ask you several times to identify yourself as a resident before being able to remember your name and face as there are many residents in the building. All visitors and guests will be required to identify themselves at the Lobby desk. These procedures have been designed to enhance your safety and require your cooperation to be effective.

### MAINTENANCE & REPAIRS - BUILDINGLINK

As mentioned earlier, BuildingLink is a computerized work order and visitor tracking system, as well as a building-wide message delivery and notification system available to all residents of the 10 Amsterdam Avenue building. It is accessible online via <http://buildinglink.com>. Tenants are able to enter service requests pertaining to plumbing, heating and cooling, pest control, flooring, appliances, apartment guests, etc. and to track the progress of those requests through completion using a username and password. You will receive an automated e-mail confirmation in response to your work order request and e-mail alert when the work is completed. Shortly after move-in, you will be e-mailed the username and temporary password with which to create your account in Buildinglink. If you have not received your username and temporary password, please reach out to your MSM and MSW Real Estate Services Property Manager. General maintenance services will be performed Monday through Friday during normal business hours. The Superintendent may be reached by phone at 212-757-5035 or by leaving a message with the Security Guard.

Building management will also use BuildingLink to e-mail you about major repairs affecting multiple apartments or other general notices to tenants.

For emergency repairs, please call the Superintendent **immediately at 212-757-5035**. An emergency is defined as a gas odor, flood or fire.

**FIRE SAFETY**

The building has twelve stories above ground and one story below ground. The building is classified as "non-combustible" or "fireproof." The building’s structural components (the supporting elements of the building, such as steel or reinforced concrete beams and floors) are constructed of materials that do not burn or are resistant to fire and therefore will not contribute to the spread of the fire. This contains the fire to the apartment where it started and is less likely to spread inside the building walls to other apartments and floors. **This does not mean that the building is immune to fire.** While the structural components of the building may not catch fire, all of the contents of the building (Including furniture, carpeting, wood floors, decorations and personal belongings) may catch fire and generate flames, heat and large amounts of smoke, which can travel throughout the building especially if apartment or stairwell doors are left open.

The building has sprinklers in the basement, hallway and lobby entrance. There are no pull stations or public address system in the building. **In the event of a fire, call 911 or the Manhattan Fire Department Dispatcher at (212) 999-2222 and the Security Guard in the lobby at 212-757-5035.**

The means of egress are:

Types of Egress	Identification	Location	Leads To
Enclosed Interior Stairs	C	North End Near Elevator	To Lobby, to Amsterdam Avenue and to Roof
Enclosed Interior Stairs	D	South End between Apartments 08 & 09	To Rear of Building Alleyway to 59 <sup>th</sup> Street and to Roof

Each tenant is provided with a Fire Safety Plan at Occupancy Agreement signing that provides general information regarding evacuation and fire prevention measures.

**DELIVERIES, PACKAGES AND DRY CLEANING**

In the event you are not at home, the Security Guard will accept delivery of small packages and dry cleaning that will be stored in the package room. The building staff will only accept deliveries of small packages from FedEx, UPS, US Postal Service and dry cleaners. Building staff are not permitted to accept delivery of any other items (such as furniture, perishables from Fresh Direct, Peapod, Blue Apron).

If you provided an email address at move in, a BuildingLink notification email will be sent to alert you of your item(s) awaiting pick-up. If you are notified of a package delivery, please go to the Lobby Security Guard to receive your item(s) as well as sign the receipt for your item(s). Packages must be removed from the package room within three days. Management will not accept responsibility for damage or loss of items left in the package room beyond three days. Resident agrees to hold the Landlord and their representatives harmless against any claims. Additionally, management reserves the right to refuse any package because of its size, excessive value and perishability or due to space limitations.

If you plan to be away for any period of time, please ensure that you suspend your newspaper delivery and/or other subscriptions and notify building management where you can be reached in case of an emergency.

## RESILIENCE AND SUSTAINABILITY

The hospital system is committed to promoting a healthier environment and to help conserve natural resources. Sustainability is an important part of our building management operations and one of the simplest, immediate ways you can contribute is by conserving energy and recycling. Stop the waste of valuable resources by reporting leaking faucets, toilet, A/C or heat problems in a timely manner.

## REFUSE DISPOSAL

Located on each floor is a refuse closet that gives access to a garbage compactor chute. The closet is open 24 hours a day, 7 days a week. To operate the chute, simply open the door and deposit your bagged, non-recyclable household trash. All items deposited in the compactor chute should be in tied garbage bags. Call the Security Guard if you have a large batch of garbage to discard. There are containers in the basement to place all recyclable materials.

**Do not leave household waste, recyclables or bulk garbage such as mattresses and box springs, in the corridor, outside the compactor chute, in the stairwells, or in any common area of the building.**

Recyclable items such as plastic, glass, metal and paper should be deposited in the recycling container in the chute closet.

Syringes and lancets should be properly disposed of in the designated sharps containers in the Hospital. We realize that on occasion our residents may forget and leave lancets or syringes in their lab coat pockets. For the safety of our employees, please **do not** dispose of these items in the trash or recyclable containers.

Pursuant to NYC Administrative Code 16-120, mattresses and box springs for disposal must be fully contained within a plastic bag. Plastic bags can be purchased at most home improvement, hardware or department stores.

Any large or bulk items for disposal should be brought to the basement and to the attention of the building staff for expeditious removal. **Do not throw bulk items, e.g. bed frames, down the chute as they can endanger staff members and damage the chute.**

## RECYCLING PROGRAM

The New York City Recycling Law, originally enacted in 1989 as Local Law 19, mandates recycling in NYC by residents, agencies, institutions, and businesses. It is very important that you comply with sanitation laws as the problem of non-compliance with recycling regulations becomes a tremendous burden on our city.

In compliance with NYC regulations regarding recycling, we provide three containers in the basement for your recyclable materials: plastic and metal are separate from glass, which are also separate from cardboard and newspaper. The building staff will empty the containers on a regular basis for the weekly pick-up by the NYC Sanitation Department. Do not throw recyclables away in the regular trash. The NYC Department of Sanitation does not collect the trash when recyclables are mixed with the regular garbage.

### Newspaper Recycling

This includes soft-cover books, telephone books, newspapers, magazines, catalogs, junk mail/flyers, paper bags, and cardboard from product packaging.



### Cardboard Recycling

Place your cardboard, flattened and neatly stacked, in the designated area near the recycling container. Building staff and the Department of Sanitation will make sure it is recycled.

### Metal, Glass/Aluminum Recycling

This includes metal cans, aluminum foil wrap and trays, metal caps and lids, household metal; glass bottles and jars; plastic bottles, jugs, caps, and lids, rigid plastic containers, consumer packaging, and housewares; food and beverage cartons and drink boxes and aseptic packaging.

### \*\*Electronics\*\* (e.g. computers, TV sets, printers, scanners, cameras etc.)

Since January 2015, NYC law mandates that you cannot dispose of the following items in the trash: TVs, Monitors, Computers, Laptops, Mice, Keyboards, Small servers, Printers/scanners, Tablets/e-readers, MP3 Players, VCRs/DVDs/DVR players, Fax machines, Video game consoles, Cable/satellite boxes.

To dispose of your electronics legally, responsibly and *for free* please take advantage of take-back, reuse and recycling programs. The following website provides additional information about recycling these items: [Disposal of electronics](#). There are also special programs to dispose of cell phones and accessories, rechargeable batteries, plastic batteries, and auto products.

**Please bring your recyclable items to the basement.** Do not throw them away in the regular trash. The NYC Department of Sanitation does not collect the trash when recyclables are mixed with the regular garbage.

Any items not listed above should be collected in plastic garbage bags, tied tightly and deposited in the compactor chute.

For the complete list of what to recycle and what is non-recyclable trash, please go to the web page: [DSNY - What to Recycle \(nyc.gov\)](#).

### **GARAGE & PARKING SERVICES**

For details on available monthly parking spaces including rates and the application process, you may contact the Parking Service at [Parkingservices@mountsinai.org](mailto:Parkingservices@mountsinai.org) or contact the 515 W. 59<sup>th</sup> Street Parking Garage Manager at 212-957-3692.

### **BICYCLE STORAGE**

The building is not equipped with a bicycle storage room. Bicycle racks that can hold 2-3 bicycles are available in front of the building for storage of bicycles at the risk of the owner. Bicycle storage is also available in the indoor 515 West 59<sup>th</sup> Street Parking Garage for a nominal fee. For more information, call the garage at 212-957-3692. If not using the garage, or bike racks in front of the building, bicycles are to be stored within your apartment, not in hallways, stairwells or other unauthorized common areas of the building.

### **LAUNDRY FACILITIES**

A common laundry room has been provided in the basement for your use. All washers and dryers are provided and serviced by a contracted vendor. The laundry machines operate by use of a replenishable

debit card. There is a card-dispensing machine in the laundry room that can be used to purchase new cards or replenish existing ones. The laundry facilities are solely for the use of residents. Laundry baskets and folding tables are also provided for your use. The laundry baskets are provided to move items from the washers to the dryers. Please do not remove the laundry baskets from the room. The laundry room is open daily 24 hours a day, 7 days a week. Please immediately report any broken machines to the Security Guard at the front desk.

### Dry Cleaning

The below unaffiliated companies provide all aspects of dry cleaning and laundering. There is no charge for pick up or delivery.

One Columbus Place Cleaners	413 West 58th Street	212-713-0616
973 Central Park Cleaners	4 Columbus Avenue	212-265-1428
Chenille Cleaners	333 West 57th Street	212-247-4531

### **PEST CONTROL & EXTERMINATOR SERVICE**

Pest control is a building service provided by a contracted vendor. The various public areas, storage rooms and other building operation rooms are routinely cleaned by the building staff and serviced by the contracted exterminator. Tenants are expected to regularly clean their apartment and dispose of garbage daily to maintain it in a clean, trash and pest free condition. We encourage you to have the extermination service performed in your apartment at the first sign of any pest and on a regular basis as needed. It is your responsibility to notify us immediately via a Buildinglink service request, of any conditions that require additional attention in your apartment.

The 10 Amsterdam Avenue building is serviced on the **first and third Friday** of every month. Please complete a work request at <http://buildinglink.com> to give permission to enter as appropriate, by the preceding Monday, if your apartment requires service. The pest control vendor is always accompanied into your apartment by one of the building Porters.

“Tenants can participate in general pest proofing around their apartment by following these simple to-dos, per <https://www.pestworld.org/news-hub/>:

- “Dispose of garbage regularly in sealed receptacles
- Wipe down kitchen counter tops and sweep floors to remove crumbs and residue from spills
- Sweep floors at least once per week
- Keep pet bowls clean and wipe up any spilled food or water around them promptly
- Store pantry food items, and dry pet food in sealed plastic containers.
- Routinely check under sinks for areas of moisture and request repair of any leaky pipes”

### **ELEVATOR SERVICE**

In order to maximize the efficiency of the building elevator service, all moving arrangements (including furniture and major deliveries) must be scheduled in advance with the Superintendent. Please call 212-757-5035 to reserve the elevator for your major delivery date and time. Moves are allowed Monday through Saturday only. **Note:** During peak turnover period, (May 15<sup>th</sup> through July 23<sup>rd</sup>) elevators may be scheduled for moves 7 days / week.

## SECTION 3: ABOUT YOUR APARTMENT

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### DOOR LOCKS, ENTRY & ACCESS CONTROL

Each apartment has been designed with security in mind. The apartment entrance door is provided with two locks. Both locks should be used at all times. When you only "slam lock" your door, you are not engaging the deadbolts which must be locked with a key from the outside. Please engage both deadbolt locks whether you are in or out of your apartment. If you decide to change these locks, please note that pursuant to NYC Administrative Code 27-2043 and NYS Multiple Dwelling Law§ 51-c, the Superintendent must be given keys immediately for emergency access and maintenance when written notification is given. Failure to provide us with a key, will delay emergency and urgent response and prevent us from giving you the best possible service.

1. Please provide access for your domestic employees and guests. The Superintendent or building staff will not provide access and no keys will be accepted by building staff for distribution.
2. Safeguard the keys to your apartment and be very selective when issuing keys to another person. If your key is lost or misplaced, building staff will assist you to gain access to your apartment Monday through Friday from 8:00 AM - 4:00 PM. At other times, you are required to call a locksmith to provide access to your apartment at your own expense. If your lock is drilled out and changed, a copy of the new key must be provided to the Superintendent.

### PETS

10 Amsterdam Avenue does not allow pets. However, as a reasonable accommodation, after rigorous assessment of the documentation provided in support of the request, if approved, a tenant may have an emotional support animal in the building. If the support animal is a dog, please note that all dogs in NYC are required to have a license. You can apply for a dog license at [Home - NYC Dog Licensing](#).

### SMOKE DETECTORS

The combination carbon monoxide/smoke detectors are designed to produce an audible alarm within the apartment when sensing carbon monoxide or smoke. Please do not disable the smoke detector. The carbon monoxide/smoke detector does not notify the Security Guard or Fire Department. Please call the Fire Department as well as the Security Guard **immediately** if you have a fire or smoke condition.

The smoke detectors should be tested at least once a month and the battery should be changed once a year unless the replacement is the 10-year lithium battery mandated by law for smoke detectors when a replacement battery is necessary. A great way to remember to change the batteries is to do so at the same time you change your clocks for Daylight Savings Time in the Spring or Standard Time in the Fall. You are responsible for notifying the Superintendent by submitting a service request through BuildingLink if the smoke detector is not working. Additionally, you are responsible for any and all smoke detectors that are stolen, removed, missing or become inoperable during your occupancy of the apartment.

### SMOKING POLICY

The individual apartments and the building are designated no smoking premises. Tenants and occupants residing in the building under a prior Occupancy or Lease Agreement will not immediately be subject to the No Smoking Policy. As current occupants and tenants move out, or enter into new Agreements, the smoke-

free building policy will become effective for their apartment. Smoking is not permitted within 20 feet of the main entrance and all building exits.

### TELEPHONE, CABLE TV & INTERNET

The building offers access to Astound Broadband, Spectrum and Verizon telephone, cable television, FiOS television and internet services. Please contact them directly to arrange for service.

Astound	<a href="http://www.astound.com/new-york">www.astound.com/new-york</a>	Email: <a href="mailto:janet.mcgibbons@rcn.net">janet.mcgibbons@rcn.net</a>	Tel: 646-772-4472
Spectrum	<a href="http://www.spectrum.com">www.spectrum.com</a>	Tel: 844-757-2826	
Verizon	<a href="http://www.verizon.com">www.verizon.com</a>	Tel: 888-363-4808	
Verizon FiOS	<a href="http://www.fios.verizon.com">www.fios.verizon.com</a>	Tel: 877-913-8913	

### ELECTRIC METER READING & BILLING

Electricity in your apartment is provided on a sub-metered basis. The meter is located in one of the closets in your apartment. The meter is read remotely by our third party vendor, QuadLogic Corporation, who will send you via e-mail, an invoice with the result of the meter reading, the amount due and how to submit payment. Do not submit any payment to Quadlogic Corporation. Electricity bills are payable at <https://www.clickpay.com>.

Additionally, a tenant statement showing your rent charge, scheduled monthly rent payment via an advanced payroll deduction rent credit, and electricity charges, if not paid in a timely manner, will be sent to you at the start of each month by Rose Associates. Electricity bills are payable within five days of receipt and should be sent to the address on the Rose Associates tenant statement or paid online at <https://www.clickpay.com>. Any payment arrangements should be done as a one-time transaction or setup for automatic charging of a specific maximum amount that does not exceed the amount of your average electricity bill.

### HEATING, VENTILATION AND AIR CONDITIONING (HVAC)

The building provides heat and hot water service to tenants. Hot water is provided 365 days per year at a constant minimum temperature of 120 degrees Fahrenheit. Heat is provided between October 1st and May 31st, i.e. "Heating Season," under the following conditions:

- Between the hours of 6:00am and 10:00pm, if the outside temperature falls below 55 degrees, the inside temperature is required to be at least 68 degrees Fahrenheit.
- Between the hours of 10:00pm and 6:00am, the inside temperature is required to be at least 62 degrees Fahrenheit.

The Package Terminal Air Conditioner (PTAC) unit located beneath the window provides Air Conditioning and heat. To maximize efficiency of the unit, it must be serviced prior to the start of the air conditioning season. During this time, Building Management will notify you when your apartment will be accessed so the building staff can replace filters and clean the unit. This will ensure the units are operating optimally.

In order to maintain maximum efficiency of the heating and cooling units **while maintaining control of your** electricity cost, we recommend you keep the area around the PTAC unit clear of any items and do not leave your unit running continuously especially when no one will be in the apartment. We also recommend installation of window treatments such as blinds and curtains to mitigate the amount of radiant heat from the sun that enters the apartment through the glass panes of the windows.

## WOOD FLOORING

To maintain your wood floor, use a dry dust mop and a product similar to Endust, or a vacuum. Never use soap and water or liquids such as Murphy's Oil Soap, Mop & Glo or any liquid waxes. Use only a paste wax and buff to retain the sheen.

You are reminded to cover 80% of the floor area in the living room and bedroom with rugs. Please do everything possible to diminish the transmission of sound and noise that may travel from apartment to apartment. Failure to do so may result in noise complaints from your neighbors.

## ALTERATIONS

In accordance with your Occupancy Agreement, no resident is permitted to make any alteration or improvement to his/her apartment without the prior written approval of the Landlord. Unauthorized work will not be permitted.

## DECORATING

Each apartment has been freshly painted with Benjamin Moore Moore-Craft bone-white semi-gloss paint on all surfaces for durability. The ceiling is painted in flat color. At your request, we will repaint your apartment in Bone White every three years at no cost to you.

Should you change the color or install wall coverings, you will be responsible to restore the apartment to the previous condition that it was in when you first occupied it. Otherwise, the cost of such restoration will be deducted from your security deposit. Pictures may be hung by placing a small strip of adhesive tape on the wall, then driving a picture hook into the wall through the center of the tape. Do not use stick-on picture hangers, Molly screws or hollow wall fasteners.

Each apartment is equipped with new light bulbs. It is the tenant's responsibility to supply and replace burned out bulbs in the apartment. If you request us to supply the bulb, there may be a subsequent charge. If you need help to install the replacement bulbs, please submit a service request at <http://buildinglink.com>. If you remove and replace any standard existing light fixture, please return the fixtures to the Superintendent and obtain a receipt. If you do not have a receipt, you may be held responsible for the replacement.

## DISHWASHER

Each apartment is equipped with a dishwasher.

### Instructions

1. Using a knife or rubber spatula, scrape residual food off dishes, pots and pans.
2. Place dishes in designated slots.
3. Place pots and pans around other dishes, making sure other dishes do not block spray access to pots and pans.
4. Fill both dishwasher cups with dishwasher detergent.
5. Close tops of cups where appropriate.
6. Add rinse agent to rinse agent dispenser; replace top of dispenser.
7. Close door securely.
8. Choose a wash cycle appropriate to the load.
9. Choose a dry cycle if desired. Air-drying saves energy.

10. Start the dishwasher.

After the wash cycle is complete, clean out any remaining food particles from the dishwasher's interior. This prevents any unpleasant odors and will avoid attracting unwanted pests.

### **ADDITIONAL APPLIANCES**

Neither the wiring nor the plumbing in the building is designed to support additional appliances in your apartment. Residents are not permitted to install clothes washing machines, clothes dryers, freezers, air conditioners or other major appliances without written consent from the Landlord. You will be held responsible for damages to the landlord's property resulting from unauthorized installation and use of such appliances. You may also be liable for damages to your neighbor's property.

### **GOOD NEIGHBOR POLICY**

All residents are entitled to the quiet enjoyment of their apartment. All residents must therefore, be responsible for the actions of their families and guests within the apartment as well as in the building's common areas. Unreasonable noise from exercise equipment and playing of any musical instruments, piano, stereo, radio or TV in such a manner as to disturb or annoy other residents will be prohibited especially between the hours of 10:00 PM and 8:00 AM.

### **RENTER'S INSURANCE**

All residents are required to obtain Renter's Insurance pursuant to the terms of your Occupancy Agreement. Failure to secure insurance within 30 days from the commencement of your Occupancy Agreement is an indication that you have chosen to self-insure for personal injury and property damage or loss. For example, if someone in your household inadvertently leaves a faucet running, it could result in severe water damage to not only your personal property and the landlord's property, but your neighbor's as well. You would be liable for damages and could be the defendant in a lawsuit. Renter's Insurance can provide coverage for such losses, cover legal fees for defense and protect your personal assets. It is highly recommended. Insurance companies that sell renter's insurance include (but are not limited to): Allstate at <https://www.allstate.com/> or 800-Allstate; Geico at <https://www.geico.com/> or 800-241-8098; Nationwide Insurance at <https://www.nationwide.com/index.jsp> or 800-882-2822; Met Life at <https://www.metlife.com/> or 800-438-6388.

## SECTION 4: ABOUT YOUR NEIGHBORHOOD

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### TRANSPORTATION

#### Shuttle Service

Shuttle service is provided free of charge to all Mount Sinai Health System House Staff who show their hospital identification card. It operates Sunday to Saturday between Mount Sinai West and Mount Sinai Morningside. The shuttle route is subject to change. The schedule, route and location of this and other network shuttles can be found via the real time shuttle locator at <https://mount-sinai.liftango.com/home>.

For any shuttle related concerns, you may contact the Shuttle Supervisor at 917-295-8186.

#### Bus and Train Service

Local bus service and subway stations are available and can be accessed by purchasing at the Subway, a MetroCard or using a contactless credit or debit card, a smart phone, wearable device or an OMNY card to tap and go. In the vicinity of the 10 Amsterdam Avenue building, the:

- Bus Service includes the M5, M7, M10, M20 and M104 buses.
- Train service, via the Columbus Circle Subway Station, includes the 1, 2, A, B, C, and D trains.

### POLICE & FIRE DEPARTMENTS

#### **NYPD 20th Precinct Police Station**

20 W 82nd Street, New York, NY 10024

Telephone: 212-580-6411

#### **FDNY Engine 23**

Fire Department

215 W 58th St, New York, NY 10019