

***Apartment and Neighborhood
Reference Guide***

for

Vista West

at

515 West 59th Street

New York, New York 10019

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Mount Sinai

Dear Tenant,

Welcome to **Vista West** at 515 West 59th Street!

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 policies 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's Housing.

Sincerely,

Real Estate Service
Mount Sinai West & Mount Sinai Morningside

Real Estate Services Contact Information

Corporate Director, MSM & MSW RE	646-605-4960	Fay.Robertson@mountsinai.org
Property Manager, MSM & MSW RE	646-605-4968	Resident.Housing@mountsinai.org
Director, Institutional Housing, Rose Associates	212-659-9706	JSchofield@rosenyc.com
Senior Property Manager, Rose Associates	212-659-9622	JPagnanella@rosepmg.com
Property Manager, Rose Associates	212-659-9622	LRamirez@rosepmg.com
Emergency Hotline	800-862-1674	

515 West 59th Street Building Information

24 Hour Lobby Desk	212-523-3860	
Superintendent	212-523-3860	Francisco.Ramos@mountsinai.org

SECTION 1: BUILDING MANAGEMENT AND OPERATION AT VISTA WEST

BUILDING MANAGEMENT AND SUPPORT SERVICES

The Department of Real Estate Service is located at 150 East 42nd Street, Suite 2A, New York, NY 10017. Our 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, security deposits, electricity charges or other tenant occupancy questions, please reach out to the MSM and MSW Property Manager or Corporate Director at telephone numbers 646-605-4968, 646-605-4960 or via email at Resident.Housing@mountsinai.org and 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 services, please reach out to the Rose Associates Property Manager, or Director, Institutional Housing at telephone numbers 212-659-9622 and 212-659-9706 or via email at LRamirez@rosepmg.com or 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 door attendants, porters and handypersons, who are under the direction of the Superintendent. Door attendants 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, Sunday through Saturday. General maintenance services will be performed primarily Monday through Friday during normal business hours. Limited service is available on weekends.

OCCUPANCY AGREEMENT

The Occupancy Agreement is an agreement between you and the hospital, regarding residing in a Mount Sinai Health System owned apartments. 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. Occupants 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 the department of 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 need to 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 can 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 1st of the month. Non-payment of rent is grounds for Real Estate Services to terminate your Occupancy Agreement. For the 1st month's occupancy, incoming tenants are responsible for paying on-line via ACH or credit card, shortly after move in, any prorated rent 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.

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 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 system by Real Estate Service at the end of training thereby preventing release of the employee's diploma.

TRANSFERS

Internal transfers to another apartment are granted based on apartment availability and applicant's 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 POLICIES

Move In and Move Out procedures and guidelines are made available once Real Estate Service 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 VISTA WEST BUILDING

SECURITY

Security is a priority for all hospital housing. The building is staffed with 24-hour Door Attendants. The Door Attendant's console is equipped with closed circuit T.V. monitors that view various public areas. The Door Attendant may ask you several times to identify yourself as a resident before being able to remember your name and face as there are hundreds of residents in the building. All visitors and guests will be required to identify themselves at the Door Attendant's desk. These procedures have been designed to enhance your safety and require your cooperation to be effective.

MAINTENANCE & REPAIRS - BUILDINGLINK

BuildingLink is the computerized work order and visitor tracking as well as building notification system available to all residents of the 515 West 59th Street 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. You can submit work requests to <http://buildinglink.com> on your home computer or smart phone. If you have not received your username and temporary password, please reach out to your MSM and MSW Real Estate Service Property Manager. General maintenance services will be performed Monday through Friday during normal business hours. The Superintendent may be reached by phone at 212-523-3860 or by leaving a message with the Door Attendant.

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 door attendant **immediately at 212-523-3860**. An emergency is defined as a gas odor, flood or fire. Call 911 and the Fire Department dispatcher at 212-999-2222 as well as the Door Attendant if you have a fire.

FIRE SAFETY

The building has thirty-three stories above ground and two 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, cellar, all five garage levels and the 2nd floor hallway and lobby entrance. The building does not have a fire alarm or a fire alarm pull station. The building have a public

address system within the apartments. **In the event of a fire, call 911 or the Manhattan Fire Department Dispatcher at 212-999-2222 and the Door Attendant in the Lobby at 212-523-3860.**

The means of egress are:

Types of Egress	Identification	Location	Leads To
Fire Stairs	A	North Side of Building	East Courtyard & Roof
Fire Stairs	B	South Side of Building	Lobby, Roof & Cellar
Fire Stairs	C	Garage South Side	Garage, 59 th St. & Cellar
Fire Stairs	D	Garage North Side	Garage, Cellar & East Courtyard

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 Door Attendant 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 Door Attendant station to sign and receive 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 environmental and to help conserve natural resources. Sustainability is an important part of our building management operations and one of the simplest, most 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 Doorman to send a Porter to the floor if you have a large batch of garbage to discard.

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 sharp items in the trash or recyclable containers. Please return them to the hospital for proper disposal.

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 receptacles in the compactor chute closet for your recyclable materials. 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 old soft-cover books, telephone books, newspapers, magazines, catalogs, junk mail/flyers, paper bags, and cardboard from product packaging. Place your newspapers in the recyclable bin located in the refuse closet. Building staff and the Department of Sanitation will make sure it is recycled.

Cardboard Recycling

Place your cardboard, flattened and neatly stacked, in the corner of the refuse closet floor. 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. Collect your containers, place them in a clear plastic bag and dispose of them in the applicable recycling bin located in the refuse closet.

****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 and 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.

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

GARAGE & PARKING SERVICES

For details on available monthly parking spaces including rates and application process, please contact Parking Services at ParkingServices@mountsinai.org or contact the 515 W. 59th Street Garage Manager at 212-957-3692.

BICYCLE STORAGE

The building is not equipped with a bicycle storage room. Bicycle racks are available in the courtyard 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 59th Street garage for a nominal fee. For more information, call the garage at 212-957-3692. If not using the garage, 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 on the second floor for your use. All washers and dryers are provided and serviced by a contracted vendor. The laundry machines operate by use of a debit card that can be replenished as needed. 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 Door Attendant 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	2 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. It is also a shared responsibility between tenants and the landlord. 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 515 West 59th Street building is serviced every Friday. By the preceding Wednesday, if your apartment requires service, complete a work request for pest control via BuildingLink (<http://buildinglink.com>) and provide pest control, permission to enter your apartment as appropriate. 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 212-523-3860 to reserve the elevator for your major delivery date and time. Moves are allowed Monday through Saturday only. Note: During peak turnover period (May 15th through July 23rd) elevators may be scheduled for moves 7 days a week. Please note that the elevators are equipped with touchless call buttons, a ventilation system with MERV 13 filters and UV lights to clean the air in the cabs. Upon entry to the elevators, it will be required to present your access card / fob to the elevator panel and it will unlock all of the buttons. You will not need the card/fob to choose the lobby; it will always be unlocked.

SECTION 3: ABOUT YOUR APARTMENT AT VISTA WEST

DOOR LOCKS, ENTRY & ACCESS CONTROL

APARTMENT

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. Only in an emergency (fire, flood, gas leak) or by written notification will any building personnel enter your apartment when you are not at home. "Permission to Enter" can be included in the service requests completed in Buildinglink.

1. Please provide access for your domestic employees and guests. Access will not be provided by the Superintendent or building staff 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.

PREMISES

COURTYARD

At the West 59th St. and West 60th St. entrances to the building premises, a key fob or access card is required for tenants to enter the front courtyard on the way to the building entrance. Each registered tenant and registered family members of age will be issued an access card or key fob. Visitors will only be able to get access to the building by using the video intercom at the gate. The Door Attendant in the Lobby of the building will respond to the intercom and provide access.

FITNESS CENTER

It is located off the Lobby on the south end of the building by West 59th St. and accessible with your building's access card/fob. It is equipped with cardio, weights and yoga equipment. The Fitness Center is open 24 hours / day; 7 days / week and user must be 18 years or older to access it. User must also wear appropriate attire inclusive of top, shorts and or pants, and appropriate shoes. Electronic devices must be used with headphones only.

No guests are allowed to access the Fitness Center. Personal Trainers are allowed but must submit a copy of their certificate of insurance to the management office prior to gaining access to the Fitness Center.

Equipment should not be removed from the area and must be wiped down after each use. Disinfectant wipes are available for your use. Equipment malfunction should be reported immediately to the Door Attendant or by submitting a service request in the Buildinglink application. Food is not allowed in the Fitness Center.

A Waiver form must be completed once and submitted to the Door Attendant prior to your first use of the Fitness Center. The Waiver form can be obtained at the Lobby front desk.

PETS

515 West 59th Street is a pet friendly building. If you would like to have a pet reside in your apartment, please request authorization from your MSMW Property Manager at resident.housing@mountsinai.org. Include details about your pet such as the type, breed, age, weight and height as well as a recent photograph. If your pet is a dog, please provide your New York City dog license. It can be applied for at [Home - NYC Dog Licensing](#). If your pet request is approved you will be required to sign a Pet Rider to your Occupancy Agreement. To ensure the safety of building staff that may need to access your apartment in response to a service request you

submitted with permission to enter, or as a result of an emergency, please lock away in a bedroom or gated area, any dogs kept as a pet in the apartment.

SMOKE DETECTORS

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

The smoke detectors should be tested at least once a month and, if operated by battery, the battery should be changed once a year unless the replacement battery 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. Tenants are responsible for notifying the Superintendent by submitting a service request through BuildingLink if the smoke detector is not working. Additionally, tenants are also 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 Powered by RCN, Spectrum and Verizon telephone, cable television, FiOS television and internet services. Please contact them directly to make arrangements for service.

RCN	www.astound.com/new-york	Email: janet.mcgibbons@astound.com	Tel: 646-772-4472
Spectrum	www.spectrum.com	Tel: 844-757-2826	
Verizon	www.verizon.com	Tel: 888-363-4808	
Verizon FiOS	www.fios.verizon.com	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 (QLC). QLC will send you via e-mail, a monthly usage invoice. Do not submit any payment to Quadlogic Corporation. A tenant statement recording your rent and electricity charges will be sent to you via U.S. Postal Service at the start of each month by Rose Associates. Payment of your electricity bill is due within five days of receipt and should be paid online at <https://www.clickpay.com> sent to the address on the Rose Associates tenant statement. Any automated payment arrangements established online should be for **open balance** only after confirming the rent payroll rent deductions have begun at the correct amount. Failure to do so could result in your rent being charged to your bank account or credit card.

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.

Air conditioning is provided after the heating season. The heat and air conditioning for your apartment is distributed by the same fan coil unit. To maximize efficiency of the unit, it must be serviced prior to the start of the cooling 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 drain pans. This will ensure the units are operating optimally and prevent the drain pan from overflowing into the apartment.

In order to maintain maximum efficiency of the fan coil unit, we recommend you keep the area around the fan coil unit clear of any items and do not close any valves yourself. Also, do not leave your unit running continuously especially when no one will be in the apartment.

WOOD FLOORING

To maintain your wood flooring, 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 their apartment without the prior written approval of the Landlord. Unauthorized work will not be permitted.

DECORATING

Each apartment has been painted with Benjamin Moore Bone White semi-gloss paint on all surfaces for durability. At the tenant's request, we will repaint an apartment in bone-white every three years at no cost to the tenant.

Should the tenant change the wall color or install wall coverings, the tenant will be responsible to restore the apartment to the previous condition 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 tenant requests the building to supply the bulb, there may be a subsequent charge. If a tenant needs assistance to install replacement bulbs, please submit a service request via BuildingLink. If you remove and /or replaces any standard existing light fixture, please return the fixture to the Superintendent and obtain a receipt. If you do not have a receipt, you may be held responsible for the replacement.

ADDITIONAL APPLIANCES

Neither the wiring nor the plumbing in the building is designed to support additional appliances in a tenant's apartment. Residents are not permitted to install washing machines, clothes dryers, freezers, air conditioners or other major appliances without written consent from the Landlord. Tenants will be held responsible for damages to the landlord's property resulting from unauthorized installation and use of such appliances and may also be liable for damages to a 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 is prohibited especially between the hours of 10:00 PM and 8:00 AM.

RENTER'S INSURANCE

All residents are asked 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 not only to your personal property and the landlord's property, but your neighbor's as well. The tenant 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 required. 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 AROUND VISTA WEST

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, by purchasing a MetroCard, tapping your own contactless card, smart device or an OMNY card, on the OMNY reader or by coin payment, to go to and from the 515 West 59th street building. The metrocard will be phased out in year 2024. [About OMNY](#)

- 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