

***Apartment and Neighborhood  
Reference Guide  
515 West 59<sup>th</sup> Street  
New York, New York 10019***

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# Mount Sinai

Dear Tenant,

Welcome to the Millicent V. Heart House at 515 West 59<sup>th</sup> 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, MSWM	646-605-4960	<a href="mailto:Fay.Robertson@mountsinai.org">Fay.Robertson@mountsinai.org</a>
Property Manager, MSWM	646-605-4968	<a href="mailto:Resident.Housing@mountsinai.org">Resident.Housing@mountsinai.org</a>
Director, Institutional Hsg., 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@rospmg.com">Jpagnanella@rospmg.com</a>
Property Manager, Rose Associates	212-659-9622	<a href="mailto:LRamirez@rosepmg.com">LRamirez@rosepmg.com</a>
Emergency Hotline	800-862-1674	

## 515 West 59th Street Building Information

24 Hour Lobby Desk	212-523-3860	
Superintendent	212-523-3860	<a href="mailto:Francisco.Ramos@mountsinai.org">Francisco.Ramos@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. 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 need to schedule an appointment. Tenants without an appointment will be denied access to the building, due to security measures and protocol.

For concerns regarding your Occupancy Agreement, tenant statements, security deposits, electricity charges or other tenant occupancy questions, please reach out to the MSMW Property Manager or MSMW Corporate Director via email at [Resident.Housing@mountsinai.org](mailto:Resident.Housing@mountsinai.org) and [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 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) and [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 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 apartment. It is offered to you as a condition of your full-time affiliation 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 on your Housing Application and Occupancy Agreement rider. 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. Real Estate Services need 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.

## RENT

Rent is due on the 1<sup>st</sup> of the month. Non-payment of rent is grounds for Real Estate Services to terminate your Occupancy Agreement. Incoming tenants are responsible for paying on-line shortly after move in, any prorated rent/full month's rent due for the 1<sup>st</sup> month's occupancy. Prorated rent 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 and will move out.

## Payroll Deductions

Rent is collected by payroll deduction from employee's salary. The rent for each month is collected over the course of the first two paychecks of the same month and applied to the housing account. It is the tenant'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 Services immediately.

## SECURITY DEPOSIT

The security deposit is a flat fee of \$500.00 required within the first 5 days of move in. It will be held in a separate bank account and returned to tenants 2-4 weeks after they have vacated hospital housing. It will be less any arrears on the tenant's account and any vacating / damage fees assessed following apartment inspection at move out.

## ARREARS

Arrears are any charges, 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 will have to make alternate repayment arrangements, or be engaged in collection proceedings. Such tenants will not be signed out of the Hospital's New Innovation system by Real Estate Service in order to get their diploma at the end of training.

## TRANSFERS

Internal transfers to another apartment are granted at the discretion of Real Estate Service and are based on availability. Tenants must 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), result in a \$300.00 fee.

## MOVE IN & MOVE OUT PROCEDURES

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. For more information, please reach out to the Real Estate Service Property Manager.

## CLICKPAY

ClickPay is the online platform for reviewing your tenant account and making electricity and additional rent payments, as needed. To access your ClickPay account, visit [www.Clickpay.com/rose](http://www.Clickpay.com/rose) to register with your resident ID number from your monthly Rose Associates' tenant statement. **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 MSMW Property Manager for any concerns regarding your tenant balance and/or your ClickPay balance.

## 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 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

As mentioned earlier, BuildingLink is the computerized work order and visitor tracking as well as building-wide message delivery and notification system available to all residents of the 515 West 59<sup>th</sup> 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 MSMW Real Estate Service Property Manager.

Building Management will also use BuildingLink to e-mail you about major repairs affecting multiple apartments or other general notices to the 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 on 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 2<sup>nd</sup> 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 <sup>th</sup> 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 (i.e. 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 visit the Lobby Door Attendant station to sign and 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 items left in the package room beyond three days due to damage or loss and the 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 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 healthy environment, 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 so the problem can be addressed in a timely manner.

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. 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.**

To operate the chute, simply open the door and deposit your bagged, non-recyclable household trash. 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 Hospital. *For the safety of our employees, please do not dispose of these sharp items in the trash.*

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.*

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.

## **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

Place your newspapers in the recyclable bin located in the refuse closet. This includes old phone books, magazines and junk mail/flyers. 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

Collect your aluminum and steel cans, glass bottles and jars, plastic containers and empty aerosol cans 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 should not 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. For the complete list of what to recycle and what is non-recyclable trash, please go to the web page: [DSNY - What to Recycle \(nyc.gov\)](https://www.dsnyc.gov/what-to-recycle)

### FITNESS CENTER

Opening around Summer 2023, and located off the Lobby on the first floor of the building, is a fitness center that features sections for cardio, weights and yoga. It will be available for your use 24 hours / day, 7-days per week and accessible via a building issued key card / fob.

### GARAGE & PARKING SERVICES

For details on available monthly parking spaces including rates and application process, please contact Parking Services at [ParkingServices@mountsinai.org](mailto:ParkingServices@mountsinai.org) or contact the 515 W. 59<sup>th</sup> Street Garage Manager at 212-523-1643.

### 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 59<sup>th</sup> 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. The various public areas, storage rooms and other building operation rooms are routinely serviced. We encourage you to have this service performed in your apartment on a regular basis. However, it is your responsibility to notify us immediately of any conditions that require additional attention in your apartment.

The 515 West 59<sup>th</sup> 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.

“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 15<sup>th</sup> through July 23<sup>rd</sup>) elevators may be scheduled for moves 7 days a 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 use to gain emergency access and perform maintenance repairs 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 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.

## PETS

515 West 59<sup>th</sup> 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](mailto: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 request is approved you will be required to sign a Pet Rider to your Occupancy Agreement. Please note that all dogs in NYC must have a license. You can [apply for a dog license online here](#). 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, Spectrum and Verizon telephone, cable television, FiOS television and internet services. Please contact them directly to make arrangements for service.

Astound	<a href="http://www.astound.com/new-york">www.astound.com/new-york</a>	Email: <a href="mailto:janet.mcgibbons@astound.com">janet.mcgibbons@astound.com</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 an invoices 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/rose> within five days of receipt. Additionally, a tenant statement showing your monthly rent, scheduled monthly payroll deduction rent credit, and unpaid electricity or prorated rent charges if applicable, will be sent to you around the first half of each month by Rose Associates. Any payment arrangements should be setup to auto-pay open balance only after confirming the payroll rent deductions have begun at the correct amount.

### **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 apartment 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 tenants' apartments. 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 the 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): Liberty Mutual at <https://www.LibertyMutual.com> / 800-380-6698, 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 <http://mshsshuttle.org>.

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 2023. It is being replaced by NYC's contact less fare payment / tap and go system OMNY. More information can be found about it at <https://new.mta.info/fares/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