

***Apartment and Neighborhood  
Reference Guide & Welcome Packet  
310 E. 24<sup>th</sup> Street  
New York, New York 10010***

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# Mount Sinai

Dear Tenant,

Welcome to the 310 E. 24<sup>th</sup> Street 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 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 Beth Israel Housing.

Sincerely,

Real Estate Services  
Mount Sinai Beth Israel

## **Real Estate Services Contact Information**

Corporate Director, MSMW	646-605-4960	Fay.Robertson@mountsinai.org
Property Manager, MSMW	646-605-4968	Fredalyn.Vargas@mountsinai.org
General Manager, Rose Associates	212-659-9706	JSchofield@rosenyc.com
Property Manager, Rose Associates	212-659-9736	JCacaj@rosenyc.com
Emergency Hotline	800-862-1674	After regular business hours only

## **310 East 24<sup>th</sup> Street Building Information**

Superintendent	212-725-3522	Halil.Zogaj@mountsinai.org
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## SECTION 1: BUILDING MANAGEMENT AND OPERATION

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### BUILDING MANAGEMENT AND SUPPORT SERVICES

The Department of Real Estate Services is located on the second floor of 150 East 42<sup>nd</sup> Street, Suite 2A, New York, NY 10017. The Office hours are 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, payroll deductions, security deposits, electricity charges or other tenant occupancy issues, please reach out to the MSBI Property Manager or MSBI 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 or General Manager at telephone numbers 212-659-9736 and 212-659-9706 or via email at [JCacaj@rosenyc.com](mailto:JCacaj@rosenyc.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 building staff is comprised of the porter who is under the direction of the Superintendent. 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 system, 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. Real Estate Services needs 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.

## **RENT**

Rent is due on the 1<sup>st</sup> of the month. Non-payment of rent is grounds for the hospital system to terminate your Occupancy Agreement. Incoming tenants are responsible for paying shortly after move in, any prorated rent / full month's rent due for the first month of 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.

## **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 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, 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 repayments arrangements, or 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 training, possibly delaying the release of the diploma and/ or final paycheck.

## **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 in order to be added to the Waitlist and be considered for a new apartment. Lateral transfers (a transfer to an apartment of the same size), result in a \$300.00 fee.

## **MOVE IN & MOVE OUT POLICIES**

Move In and Move Out policies and guidelines are made available once Real Estate Services is notified of your intent to move in or move out. 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 additional rent payments, as needed. To access your ClickPay account, visit <https://www.ClickPay.com> to register with your resident ID number from your monthly Rose Associates' tenant statement. Please reach out to your MSBI Property Manager for any concerns regarding your housing 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 Superintendent 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 when requested by building staff. These procedures have been designed to enhance your safety and require your cooperation to be effective. For your added safety there are eleven cameras throughout the building recording 24 hours a day, 7 days a week.

The building's interior and exterior lobby doors are locked at all times 24 hours a day, 7 days a week. You may use your building key for both doors in order to enter the building. Alternately you can swipe the key fob across the intercom panel at the entrance door to enter. The intercom system to allow your visitors to enter the building has a built-in camera so that you can see who is at the door before allowing them into the building. If you are not expecting visitors or a delivery, please **DO NOT GIVE ACCESS** to anyone you do not know.

### MAINTENANCE & REPAIRS - BUILDINGLINK

BuildingLink is a computerized work order tracking system, as well as a building notification system available to all residents of the 310 East 24<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. If you have not received your username and temporary password, please reach out to your MSBI Real Estate Services Property Manager. General maintenance services will be performed Monday through Friday 8:00 AM to 4:00 PM. The Superintendent may be reached by phone 646-946-6015 or 212-725-3522.

Building management will 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 Superintendent **immediately**. An emergency is defined as a gas odor, flood or fire. Call 911 or the Fire Department Dispatcher at 212-999-2222 as well as the Superintendent if you have a fire.

### FIRE SAFETY

The building has six stories above ground and one story below ground. The building is classified as "combustible" or "non-fireproof." A "combustible" or "non-fireproof" building has structural components (such as wood) that will burn if exposed to fire and can contribute to the spread of the fire. In such buildings, the fire can spread inside the building walls to other apartments and floors, in addition to the flame, heat and smoke that can be generated by the burning of the contents of the building.

The building has sprinklers in the basement Compactor Room, Laundry Room and Shop. The building does not have a fire alarm pull station or public address system. **In the event of a fire, call 911 or the Manhattan Fire Department Dispatcher at (212) 999-2222 first and then the Superintendent at 646-946-6015.**

The means of egress are:

Types of Egress	Identification	Location	Leads To
Enclosed Interior Stairs	A	Building West Side	Roof to lobby
Enclosed Interior Stairs	B	Building East Side	Roof, lobby, basement

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

Building staff are not permitted to accept delivery of any items (i.e. UPS, Fedex, USPS, Amazon deliveries, furniture, perishables from Fresh Direct, Peapod, Blue Apron). Small packages delivered by UPS and Fedex are left in a cabinet in the Lobby for pickup by the tenant. Some small items from Amazon are delivered to the apartment door.

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.

### GREEN INITIATIVE

In 2007, the hospital system embarked on an environmental initiative called "Let's Go Green", to promote a healthier environment and 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 Superintendent 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 Basement Laundry Room.

Syringes and lancets should be properly disposed of in the designated sharps containers in the Hospital. However, 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 garbage or in the 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 for expeditious removal. *Do not throw bulk items, e.g. bed frames, down the chute; 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 four containers in the basement Laundry Room, for your recyclable materials: plastic, metal and glass together, cardboard / paper separately.

### 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 corrugated cardboard, flattened and neatly stacked, in the designated area near the recycling container in the Basement Laundry Room. Building staff and the Department of Sanitation will make sure it is recycled.

### Metal, Glass, Plastic, and Cartons (emptied and rinsed)

This includes metal cans, aluminum foil wrap and trays, metal caps and lids, household metal; glass bottles and jars; plastic bottles, jugs, jars, 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 and responsibly and for free, please take advantage of take-back, reuse and recycling programs. The following website provides additional information regarding recycling these items: <https://www1.nyc.gov/nyc-resources/service/4661/electronic-disposal-information>.

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 garbage compactor chute.

For the complete list of what to recycle and what is non-recyclable trash, please go to the web page: <https://www1.nyc.gov/assets/dsny/site/services/recycling/what-to-recycle>.

### **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).

### **BICYCLE STORAGE**

The building is not equipped with a bicycle storage room. Bicycles are to be stored within your apartment, not in hallways, stairwells or other common areas of the building. Bicycle storage is also available for a nominal fee in neighborhood parking garages that can be located via the internet.

### **LAUNDRY FACILITY**

A common laundry room is 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 you can use to purchase new cards or replenish existing ones. The laundry facilities are solely for the use of the building's residents. The laundry room is open 24 hours a day, 7 days a week. Please report any non-functioning machines by contacting the vendor at the phone number or website posted.

#### Dry Cleaning

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

Fancy Dry Cleaners & Tailors	254 Third Avenue	212-982-2007
Best Touch Cleaners	235 E. 24 <sup>th</sup> Street	212-685-6829
Elegant Cleaners & Tailors	168 East 24 <sup>th</sup> Street	212-254-4089

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

This service is provided by a contracted vendor. The various public areas, basement 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 in your apartment that require additional attention.

The building is serviced once a month, on the first Friday. By the preceding Monday, if your apartment requires service, please complete a work request at <http://buildinglink.com> to give permission to enter if no one will be home to provide access. The Building Superintendent will inspect the apartment to identify any spaces to be filled, place glue traps and add the apartment to the exterminator's list for treatment during the scheduled visit. Tenants can also complete a paper exterminator service request form located in the lobby.

## ELEVATOR SERVICE

The building has only one passenger elevator. Moves and deliveries are allowed seven days a week and must be scheduled with the Building Superintendent prior to the planned move or delivery date. We ask that you be considerate of your neighbors and complete your move as efficiently as possible so the elevator can be quickly restored to passenger use. Please release the elevator between trips so that other tenants are able to utilize it.

## 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 the new 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. 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 keys must be provided to the Superintendent.

### PETS

The building is pet friendly. If you would like to have a pet reside in your apartment, please submit a letter to your Property Manager requesting authorization. Include details about your pet including the animal 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. To ensure the safety of building staff who 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 Superintendent or Fire Department. Please call the Fire Department as well as the Superintendent **immediately** if you have a fire or smoke condition. Please do not disable the smoke detector.

The smoke detector should be tested at least once a month and batteries changed once a year unless the replacement battery is the 10-year lithium battery recently 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. Smoking and using e-cigarettes of any kind in indoor common areas –including but not limited to lobbies, hallways, and stairwells—are not allowed. Tenants and Occupants residing in the building under a prior Occupancy or Lease Agreement will not be immediately 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 15 feet of entrances, exits, windows, and air intake units.

### ENCLOSED BACK PATIO

The enclosed back patio is for the use of the building’s tenants. It is accessible via the door in the basement. The key used to open the building’s front door will allow you to re-enter the building via that basement door. Pets are welcome. Please clean up after your pet and never leave your pet unattended.

Please be mindful of your noise level when on the patio. Please help to keep the area neat and discard your refuse in the designated containers provided in the laundry room.

### TELEPHONE, CABLE TV & INTERNET

The building offers access to RCN, Spectrum and Verizon telephone, cable television, FiOS television and internet services. Please contact them directly to make arrangements for service.

RCN	<a href="http://www.rcn.com/new-york">www.rcn.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/BILLING

Electricity in your apartment is provided by Con Edison. Please contact Con Edison at 800-752-6633 or visit <https://www.coned.com/en/services-and-outages/start-service> to open an account in your name when you move in. The meter for each apartment is located in the basement. Con Edison reads the meter each month and bills you directly for the electricity service used. You are responsible for paying the monthly bills in a timely manner to prevent the electricity service from being turned off.

### INTERCOM SYSTEM

Each apartment is equipped with a 2-way video intercom system that allows your visitors to contact you upon arrival at the building, and allows you to see the visitor from your apartment before you open the Lobby door remotely. Please review the illustration of how to operate the intercom system at the end of this packet. If you are not expecting visitors or a delivery, please DO NOT GIVE ACCESS to anyone you do not know.

## HEATING, VENTILATION AND AIR CONDITIONING (HVAC)

Hot water is provided 365 days per year at a constant minimum temperature of 120 degrees Fahrenheit. Air conditioning units are provided and installed in the wall sleeves under the living room and bedroom windows. 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 of plans to access your apartment in order to clean or replace the filters as needed.

Pursuant to NYC Administrative Code, the building provides heat by the steam radiators between October 1<sup>st</sup> and May 31<sup>st</sup> (Heating Season) of every year 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.

In order to maintain maximum efficiency of the heating and cooling units we recommend you keep the areas around the radiator and air conditioning units clear of any items. Do not close any radiator valves yourself. The condensate collected can leak, damaging not just your apartment and belongings, but also your neighbors.' Please submit a BuildingLink maintenance request if your radiator or air conditioner requires service.

## BALCONY

Each apartment above the first floor has a balcony that is separated from the neighboring apartment by a vertical half-wall. For your safety and security, keep the balcony door locked when not in use. Also, be considerate of your neighbors and keep noise levels to a minimum.

Please do not use your balcony space to collect or store items that should be disposed of. Keep the area neat and clean.

## WOOD FLOORING

To maintain your wood parquet floor, use a mop with water or mild household floor cleaner.

You are reminded to cover 80% of the floor area in the living room and bedroom with carpeting or 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 painted with Benjamin Moore Bone White paint. The bathroom, kitchen, all doors, window trims, wood baseboards, shelves, and closet doors are painted in semi-gloss for durability. All other

areas are painted in a 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 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 your responsibility to supply and replace burned out bulbs in your apartment. If you request us to supply the bulbs, 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 lighting fixture, please be sure to return them to the Superintendent and obtain a receipt. If you do not have a receipt, you may be held responsible for the replacement.

Window covering are not provided in each apartment. Any window covering found in apartments were left by the previous tenant. There is no repair / maintenance service for any left from the previous occupant.

### **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.

### **BE A GOOD NEIGHBOR**

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 and balcony as well as in the building's common areas. Unreasonable noise and playing of any musical instruments, exercise equipment, stereo, radio or TV in such a manner as to disturb or annoy other residents is prohibited, particularly 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. As an 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. 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): 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. 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

The building is within walking distance of the #6 and L trains, as well as the #15, 16, 21, 23, 101, 102 and 103 bus lines.

### POLICE & FIRE DEPARTMENTS

#### **NYPD 13th Precinct Police Station**

230 E. 21st Street, New York, NY 10010

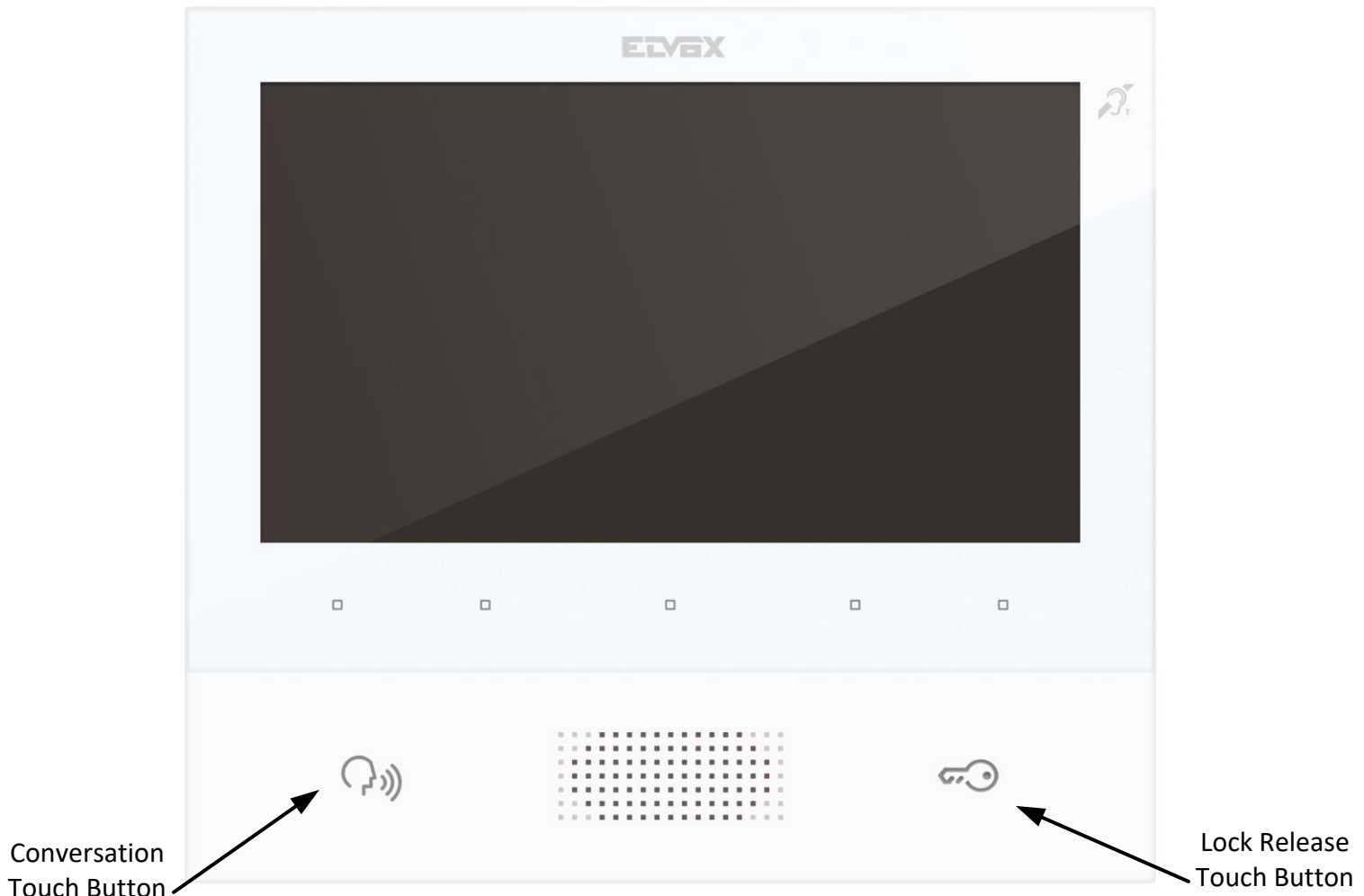
Telephone: 212-477-7411

#### **FDNY Engine 16/Ladder 7**

Fire Department

234 E. 29th St, New York, NY 10016

## Elvox model 40505 resident instructions



When a Call is made from the entry panel to the apartment, the video screen turns on and the stations rings.

- To answer the call, momentarily touch the **Conversation Touch Button**. You will hear a brief tone and the button will light up. Conversation is 2 way and hands free.
- To open the door, momentarily touch the **Lock Release Touch Button**, the button will light momentarily and the door will unlock.
- To end the call, touch the **Conversation Touch Button** again, the video screen will turn off and the button light will turn off