



HOUSE RULES

1. There is to be no playing, loitering, or smoking in hallways, elevators, lobbies or common areas throughout the building, except in areas specifically designated for such activities.
2. The front entrance is for entering and leaving the building. Tenants should not let anyone in unless they have clearly identified themselves and are known to you.
3. Nobody is permitted on the roof, under any circumstances.
4. The sidewalks, entrances, passages, elevators, vestibules, stairways, lobbies and hallways must not be obstructed or used for any purpose other than a walkway through, entry to or exit from the building. Under no circumstances may any personal belongings be placed in any of the aforementioned locations or other public areas of the building.
5. Tenants are not permitted to install antennas, awnings, or other projections on the outside of the building or on the roof. Doormats placed in the front of your apartment door are strictly prohibited. Adhesive stickers are not permitted on the exterior of your apartment door.
6. It is strictly prohibited to place garbage or other items in front of your doorway. All garbage must be placed in bags and disposed of into the garbage compactor. Boxes are to be neatly placed in a pile in the corner of the refuse rooms. Any items requiring recycling must be done so according to state and local requirements. The following items are not to be disposed of through the compactor: boxes, wire hangers, newspapers, aerosol cans, lit cigarettes, glass bottles and recyclables. Large bundles should not be forced into the chute. It is the tenant's responsibility to carry such items to the designated areas of the building. Failure to comply with this rule may result in monetary fines assessed by Management at Management's sole discretion.
7. The entrance door to your apartment must be kept completely closed at all times; tenants may not allow any object to obstruct the self-closing mechanism, as per NYC Fire Code regulations.
8. Tenants will be responsible for all deliveries. Management will not accept deliveries for the tenants, and will not be responsible for the loss or damage of any such property.



9. The laundry room is for the express use of the tenants. If applicable, laundry rooms have posted hours of operation, and the last wash must commence no later than 90 minutes before the closing time. Minors are not permitted in the laundry room unattended. Tenants may not install or store a washing machine or dryer in the apartment under any circumstance. Additionally, tenants must not use the bathtubs or sinks in the apartment to wash clothing.
10. Minors under the age of 14 are to be accompanied by an adult at all times when using building facilities.
11. No tenant shall give a copy of the front entrance or apartment key to anyone other than an occupant listed on the lease, without prior written management permission.
12. If your building has a security desk, all guests must sign in with security. Overnight guests are prohibited without prior management approval. Management reserves the right to reject any tenant guest if, in management's discretion, such guest appears to be undesirable or likely to cause any other disturbance to the building or any of its other tenants.
13. If you lose your key(s), replacements will be provided you at the following cost, payable by money order or certified check only, and to be paid prior to being issued a replacement. Keys are given to adults and children age 14 and older, only if they are currently listed as occupants on your lease. Please note that these amounts are subject to change in management's sole discretion. In no event shall any tenant change, replace, or add an additional lock to the apartment door, without prior written management approval.
 - a. Vestibule / Front Door key: \$100
 - b. Apartment Entry Key: \$25
 - c. Mailbox Key: \$10
14. Lease Renewals for Rent Stabilized tenants only: 120 days prior to the expiration of your lease, Management will provide you with a renewal lease in accordance with the Rent Stabilization Laws in effect at that time. Additional security deposit must be paid to equal your current rent at time of renewal. Timely return of your lease renewal package is a requirement in order to remain a tenant in good standing.
15. Lease Renewals for HUD-subsidized tenants only: Prior to the expiration of your lease, Management will send you reminder notices regarding your required annual re-certification in accordance with the HUD Handbook 4350.3. All tenants must comply with all Management requests regarding annual re-certifications, which includes the submission of updated income and asset documents; the presence of all adult household members; and an apartment inspection; among other things as required by the HUD Handbook.

16. Repairs must be called in during normal business hours (8:30AM - 5:00PM) to Management: 718-993-6737. In the event of an emergency after 5:00 PM, holidays, and weekends or when the office is closed, please contact the building superintendent directly. If your building has a security desk, repairs should be reported to the security officer during normal business hours. Emergencies must always be reported immediately.
17. Use of any outdoor area is restricted to daylight hours only. No loud music, barbecues, or parties are allowed. All minors must be accompanied by an adult at all times.
18. No loud music or excessive noise is permitted.
19. There is no smoking in any common area of the building. There will be zero tolerance for smoking.
20. Please refer to the building's "Pet Policy" regarding the rules, regulations, and prohibitions regarding pets.
21. Tenants must not dispose of anything in the apartment toilet other than toilet tissue.
22. Tenants must permit management to make inspections of the apartment, during reasonable hours and with reasonable notice. In the case of emergency, management will attempt to provide reasonable notice, but management may enter the apartment without such notice as the emergency may require.
23. **Extended Absence / Abandonment (HUD-Subsidized Properties):** If a tenant will be absent from the unit for more than 30 days, the tenant must obtain prior Management approval, by complying with the following:
 - a. Promptly (no more than 21 days prior to the first date of absence) notify Management in writing of the tenant's intentions, including dates and reasons for the extended absence;
 - b. Provide any (requested) information, documentation and/or certification acceptable to Management to verify the length of absence and the reason/purpose of the absence;
 - c. Affirm in writing his/her intent to return to the unit at the end of the leave period;
 - d. Agree to be responsible for receiving and responding to all notices sent by Management during the periods of the absence;
 - e. Pay rent and all utility bills during the period of absence; and
 - f. Make arrangements for the unit to be available for Management inspections as necessary.

Medical Reasons: If the tenant leaves the household to enter a facility such as a hospital, nursing home or rehabilitation center, Management will require third party verification from a qualified source as to the likelihood of and the timing of the tenant's return. If the verification indicates that the tenant will permanently be confined to a nursing home, s/he will be considered permanently absent. If the verification indicates that the tenant will be returning in less than 61 consecutive days, s/he will not be considered permanently absent.

In order for Management to determine if you are permanently absent from your unit, Management may: (1) write letters or post notices to you at your unit; (2) telephone the you at the unit; (3) verify if your utilities are in service; and (4) check with the post office.

If this procedure is not followed, and/or if Management determines that the unit has been abandoned, Management will consider the unit permanently abandoned and will terminate housing assistance payments (i.e., the HUD subsidy) and the tenant's eligibility, and Management will promptly commence holdover proceedings to obtain possession of the unit.