

# HOUSE RULES

## 1. PETS.

Dogs, cats and other free roaming animals are strictly prohibited. Small animals which can be caged such as birds, fish, etc. are permissible. Any damage to the common areas resulting from any pets will be the responsibility of the unit owner.

## 2. MOVING POLICY.

Total Realty must be notified of any moving in and out of a unit at least fourteen (14) days prior to the proposed moving date. It is the unit owner's responsibility to make arrangements with Total Realty to have the property manager or our custodian present before and during the moving. The unit owner and Total Realty/Custodian will inspect the common areas together prior to the move to identify any pre-existing damage or dirt in the building. The unit owner and Total Realty/Custodian will inspect the common areas together after the move to identify any new damage or dirt in the building.

There is a \$500.00 move-in/out deposit to be submitted to Total Realty at least 10 days prior to move date. Damages or clean-up resulting from the move will be deducted from that amount. Any balance remaining will be forwarded to the unit owner within 30 days of the move. Any damages in excess of the deposit will be billed to the unit owner.

## 3. KEYS.

Each unit owner is allocated two (2) keys for the front door. For purposes of safety, these keys are not to be duplicated and distributed to non-owners or non-residents of the building. If you are in need of a replacement key in the event one is lost or damaged, please contact Total Realty.

## 4. GUESTS & SAFETY

For purposes of safety, please advise Total Realty of any guests visiting in excess of one (1) week.

The Lesster values the safety and privacy of its owners and dwellers. Please be mindful not to let strangers in the building (e.g. buzzing in anyone unknown to you); share or duplicate your keys with nonresidents; make sure front and foyer doors are properly closed behind you as you enter and depart the building, etc.

## 5. GARBAGE

Each unit is expected to reasonably separate, recycle and dispose of its garbage properly in the appropriately labeled receptacles in the basement. For purposes of avoiding rodent and insect infestation, please dispose of garbage in a timely manner as maggots have become problematic in the basement for our custodian.

Be mindful of garbage that is dripping or leaking to avoid damaging the carpet.

Please do not leave any garbage outside your apartment at any time.

Failure to recycle will result in a fee of \$75.00 plus any extra time or expense incurred with respect to your failing to recycle including superintendent fees, ordinance violations, etc. Owners will be billed by Total Realty.

#### **6. LAUNDRY.**

Please do not leave wet laundry in the washing machines overnight to avoid damage (e.g. mold, etc.) to the machines.

Please report broken machines to SEBCO at 212-868-9100 as soon as possible. You will need to supply them with the machine number and a description of the problem.

#### **7. QUIET TIMES**

Generally, per the condominium by laws, the building observes quiet hours after 10pm each evening. Please reserve any loud music, vacuuming, etc. before this time as a courtesy to your neighbors.

#### **8. COMMON AREAS/ MISCELLANEOUS**

Any damage to the common areas or additional custodial maintenance resulting from a move will be the financial responsibility of the unit owner.

Smoking is not allowed in the common areas

As a courtesy to the building, please clean any spills, messes, dirt, garbage, etc. that you may create in the common areas. Any extra time or expense incurred with the cleanup will be billed to the unit.

Please note that common areas are to be cleared of any personal items daily. Any items left in the common areas shall be treated as refuse and will be disposed of immediately. Any extra time or expense incurred with the disposition of these items will be billed to the unit.

Please be advised that the roof is strictly off limits.

#### **9. MANAGEMENT COMPANY**

Please share your contact information (names and telephone numbers) and any changes thereto with Total Realty.

In the event of an emergency regarding the building common areas or systems, please contact Total Realty first. Do NOT contact any service people, city agencies, etc.

## **10. CONSTRUCTION/RENOVATIONS**

If you are having any renovations done to your unit, etc., please contact Total Realty at least fourteen (14) days in advance so they may properly notify the unit owners of any disruptions in services, visitors to the building, etc.

If there will be a disruption to building systems or services, Total Realty should be notified no less than three (3) days prior to and all changes should occur between the hours of 9am and 5pm.

Unit owners are responsible for the proper disposal of any and all debris resulting from construction or renovations. Please coordinate with your contractor and the sanitation authorities to ensure proper disposal. Any violations and labor incurred by the building as a result of failure to observe proper disposal protocols will be billed to the unit.