

**24535 OWNERS CORP.**  
c/o Alexander Wolf & Co., Inc.  
One Dupont Street, Suite 200  
Plainview, NY 11803

### **SUBLET POLICY/PROCEDURE**

- *Apartment must be owner occupied for a minimum of two (2) years before a shareholder can be eligible to sublet. After two (2) years of owner occupancy, the shareholder will be permitted to make application to sublet their apartment in accordance with the subletting policy of the cooperative. See enclosed letter dated July 12, 2005 to all shareholders.*
- *Shareholder's maintenance must be completely current before the Board will entertain a sublet application.*
- *The term of any sublease will be for 12 months, no more, no less. All renewals must be approved by the Board of Directors. There will be a nominal fee charged to the shareholder(s) by management to process any renewal beyond the initial term.*
- *The subtenant must meet with the interviewing committee.*
- *The subtenant must be approved by the Board of Directors before any sublet can take place.*
- *Subtenants are not permitted to have pets.*
- **Before a sublet can commence, you must comply with the new NYC requirements with respect to an inspection for Lead-Based Paint in the apartment. Please contact John Wolf, Sr. at 516-349-0540 or [jwolf@alexanderwolf.com](mailto:jwolf@alexanderwolf.com) to obtain additional information.**

Please be advised that the following items need to be submitted in accordance with the Cooperative's regulations:

#### **FROM THE SHAREHOLDER(S):**

1. A letter to the Board of Directors in care of Alexander Wolf & Company, Inc. requesting permission to sublet;
2. A copy of the signed sublease agreement along with the enclosed rider;
3. If the sublet is approved, the sublet fee of \$4.4694 per share shall be billed to the shareholder's maintenance account in twelve monthly installments;\*
4. If the Proprietary Lease and Stock Certificate for the apartment are secured by a cooperative loan, you must submit the written consent from your lender to the sublet. If the Proprietary Lease and Stock Certificate are not secured by a cooperative loan, you are required to submit a written statement attesting to this fact. This statement must be signed, dated and notarized;
5. The enclosed Damage Deposit Agreement and bank or certified check relative to the move out;
6. The enclosed Notice to Tenant Disclosure of Bedbug Infestation History must be completed, signed by all parties and returned;
7. *Additionally please find Notice Disclosing Tenants' Rights to Reasonable Accommodations for Persons with Disabilities. Please provide to the proposed applicant(s).*

24535 OWNERS CORP.  
SUBLET PROCEDURE  
Page Two

**FROM THE PROPOSED SUBTENANT(S):**

8. The proposed subtenant(s) must provide the following documents:
  - a) A letter of recommendation from their current landlord/managing agent;
  - b) A letter from their employer stating position(s), salary and length of employment;
  - c) The enclosed Application must be completed;
  - d) The enclosed Credit Report Authorization must be signed and dated;
  - e) A check representing a processing fee of \$625.00 payable to Alexander Wolf & Co., Inc. and submitted along with the application. Add \$325 for each additional co-applicant. The processing fee is not refundable (regardless of whether an application to sublet is approved, rejected or not completed by the shareholder/applicant);
  - f) Government issued photo I.D. for each proposed subtenant(s);
  - g) A copy of page 1 & 2 of the applicant(s) Federal 1040 tax return and W-2/1099 form(s);
  - h) The enclosed Receipt of House Rules must be signed by the applicant(s) and returned;
  - i) The enclosed Special House Rules Addendum must be signed by the applicant(s) and returned;
  - j) The enclosed Pet Representation must be signed and dated;
  - k) The enclosed Damage Deposit Agreement and bank or certified check relative to the move in by the applicant(s);
  - l) The enclosed window guard form must be completed and signed;
  - m) The enclosed Receipt of NYC Apartment Building Emergency Preparedness Guide must be signed, dated and returned. Please retain the attached guide.
9. The enclosed Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards. The original of this form must be completed as follows:
  - a) Insert apartment number at top of form;
  - b) Under the category "Lessor's Disclosure" the shareholder(s) must check an answer under both (a) and (b). In the Certification of Accuracy portion, the shareholder(s) must sign and date the form;
  - c) Under the category "Lessee's Acknowledgment" the applicant(s) must initial items (c) and (d) and retain the attached pamphlet. In the Certification of Accuracy portion, the applicant(s) must sign and date form as "Lessee(s)".
10. Enclosed please find an Annual Notice for Prevention of Lead Based Paint Hazards-Inquiry Regarding Child. Please have your subtenant check one, sign as Occupant, then print their name, address and apartment number where indicated. The originally executed document must then be returned to our Plainview office. Inform your subtenant to retain the attached pamphlet.

Please submit one set of all materials to the Plainview address:

Alexander Wolf & Company, Inc.  
One Dupont Street, Suite 200  
Plainview, NY 11803  
Attention: Legal Department  
Telephone #: 516-349-0540  
Toll Free #: 866-316-6672

Materials faxed to our office cannot be accepted. Please allow at least three weeks prior to the commencement of your sublease agreement for review and interview process. All materials submitted to the managing agent become the property of 24535 Owners Corp. and shall not be returned.

\*As resolved by the Board of Directors on December 13, 2019. Said fee may also be subject to change at the discretion of the Board of Directors.

Revised 12/30/22

REAL ESTATE •



• INSURANCE

## ALEXANDER WOLF & COMPANY, INC.

(212) 285-3939 (516) 349-0540

MAIN FAX (516) 349-7751

LEGAL DEPARTMENT FAX (516) 719-0096

[www.alexanderwolf.com](http://www.alexanderwolf.com)

245 EAST 35TH STREET  
NEW YORK, N.Y. 10016-4283

ADDRESS ALL COMMUNICATIONS TO  
LONG ISLAND OFFICE  
ONE DUPONT STREET  
PLAINVIEW, N.Y. 11803-1604

July 12, 2005

TO ALL SHAREHOLDERS

24535 Owners Corp.  
245 East 35<sup>th</sup> Street  
New York, NY 10016

RE: SUBLETTING POLICY

Dear Shareholders:

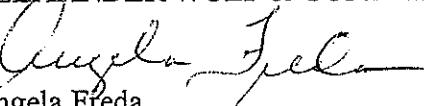
The Board of Directors has observed that sellers are frequently presenting purchase applicants, whose intentions are to purchase for investment purposes. In order to facilitate the purchase application process, ultimately improve property values, improve the quality of life in the building and improve the perception of the cooperative to prospective purchasers, prospective lenders and local real estate professionals, the Board has passed the following resolution:

- At the board meeting, which took place on May 24, 2005, effective immediately, the apartment must be occupied by the purchase applicant(s). To that end, the Board will not permit any new shareholder to sublet their apartment until they have first occupied the apartment for a minimum of two (2) years. After two (2) years of owner occupancy, the shareholder will be permitted to make application to sublet their apartment in accordance with the subletting policy of the cooperative.

In the event that you have any questions please do not hesitate to contact our office.

Very truly yours,

ALEXANDER WOLF & COMPANY, INC.

  
Angela Freda  
Legal Department



MEMBER OF REAL ESTATE BOARD OF NEW YORK

## SUBLEASE AGREEMENT

The parties agree as follows:

|  |   |
|--|---|
| <b>Date of this Sublease:</b>                  | 20  |
| <b>Parties to this Sublease:</b>               | <p>Overtenant:<br/>Address for notices:</p> <p>You, the Undertenant:<br/>Address for notices:</p> <p>If there are more than one Overtenant or Undertenant, the words "Overtenant" and "Undertenant" used in this Sublease includes them.</p>  |
| <b>Information from Over-Lease:</b>            | <p>Landlord:<br/>Address for notices:</p> <p>Overtenant:<br/>Address for notices:</p> <p>Date of Over-Lease:</p> <p>Term: from: 19 to: 20<br/>A copy of the Over-Lease is attached as an important part of the Sublease.</p>  |
| <b>Term:</b>                                   | <p>1. years: months: Beginning: 20<br/>ending: 20</p>   |
| <b>Premises rented:</b>                        | 2.  |
| <b>Use of premises:</b>                        | 3. The premises may be used for only.   |
| <b>Rent:</b>                                   | 4. The yearly rent is \$. You, the Undertenant, will pay this yearly rent to the Overtenant in twelve equal monthly payments of \$. Payments shall be paid in advance on the first day of each month during the Term.   |
| <b>Security:</b>                               | 5. The security for the Undertenant's performance is \$. Overtenant states that Overtenant has received it. Overtenant shall hold the security in accordance with Paragraph of the Over-Lease.  |
| <b>Agreement to lease and pay rent:</b>        | 6. Overtenant sublets the premises to you, the Undertenant, for the Term. Overtenant states that it has the authority to do so. You, the Undertenant, agree to pay the Rent and other charges as required in the Sublease. You, the Undertenant, agree to do everything required of you in the Sublease.  |
| <b>Notices:</b>                                | 7. All notices in the Sublease shall be sent by certified mail, "return receipt requested".   |
| <b>Subject to:</b>                             | 8. The Sublease is subject to the Over-Lease. It is also subject to any agreement to which the Over-Lease is subject. You, the Undertenant, state that you have read and initialed the Over-Lease and will not violate it in any way.   |
| <b>Overtenant's duties:</b>                    | 9. The Over-Lease describes the Landlord's duties. The Overtenant is not obligated to perform the Landlord's duties. If the Landlord fails to perform, you, the Undertenant, must send the Overtenant a notice. Upon receipt of the notice, the Overtenant shall then promptly notify the Landlord and demand that the Over-Lease agreements be carried out. The Overtenant shall continue the demands until the Landlord performs.   |
| <b>Consent:</b>                                | 10. If the Landlord's consent to the Sublease is required, this consent must be received within days from the date of this Sublease. If the Landlord's consent is not received within this time, the Sublease will be void. In such event all parties are automatically released and all payments shall be refunded to you, the Undertenant.  |
| <b>Adopting the Over-Lease and exceptions:</b> | <p>11. The provisions of the Over-Lease are part of this Sublease. All the provisions of the Over-Lease applying to the Overtenant are binding on you, the Undertenant, except these:</p> <p>a) These numbered paragraphs of the Over-Lease shall not apply:</p> <p>b) These numbered paragraphs of the Over-Lease are changed as follows:</p> <p>12. It is agreed between Overtenant and Undertenant that the sublease is subject to all terms and conditions of the Proprietary Lease, House Rules, and such other rules and regulations promulgated by the Board of Directors.</p> <p>It is agreed between Overtenant and Undertenant that no persons, other than those approved by the Board of Directors under this sublease agreement, shall occupy the demised premises during the term of the sublet.</p> |

~~You, the Undertenant, have no authority to contract or make any agreement with the Landlord about the premises. You, the Undertenant, may pay rent to the Landlord, but only to the Overtenant.~~

**Successors:** 13. Unless otherwise stated, the Sublease is binding on all parties who lawfully succeed to the rights or take the place of the Overtenant or you, the Undertenant. Examples are an assign, heir, or a legal representative such as an executor of your will or administrator of your estate.

**Changes:** 14. This sublease can be changed only by an agreement in writing signed by the parties to the Sublease.

**Signatures:** **OVERTENANT:**

**Witness:**

STATE OF **COUNTY OF** ss.:  
On **20** before me personally appeared

to me known and known to me to be the individual(s) described in and who executed the foregoing Sublease, and duly acknowledged to me that he executed the same.

### GUARANTY OF PAYMENT WHICH IS PART OF THE SUBLEASE

**Date of Guaranty:** 20

**Guarantor and address:**

**Reason for Guaranty:** 1. I know that the Overtenant would not rent the premises to the Undertenant unless I guarantee Undertenant's performance. I have also requested the Overtenant to enter into the Sublease with the Undertenant. I have a substantial interest in making sure that the Overtenant rents the premises to the Undertenant.

**Guaranty:** 2. The following is my Guaranty:

I guaranty the full performance of the Sublease by the Undertenant. This Guaranty is absolute and without any condition. It includes, but is not limited to, the payment of rent and other money charges.

In addition, I agree to these other terms:

3. This Guaranty will not be affected by any change in the Sublease, whatsoever. This includes, but is not limited to, any extention of time or renewals. The Guaranty will be binding even if I am not a party to these changes.

**Waiver of notice:**

4. I do not have to be informed about any failure of performance by Undertenant. I waive notice of non-payment or nonperformance.

**Performance:**

5. If the Undertenant fails to perform under the Sublease, the Overtenant may require me to perform without first demanding that the Undertenant perform.

**Waiver of jury trial:**

6. I give up my right to trial by jury in any claim related to the Sublease or this Guaranty.

**Changes:** 7. This Guaranty of payment and performance can be changed only by written agreement signed by all parties to the Sublease and Guaranty.

**Signatures:** **GUARANTOR:**

**WITNESS:**

**RIDER TO THE SUBLEASE  
24535 OWNERS CORP.  
APT.**

It is agreed between Overtenant and Undertenant that the sublease is subject to all terms and conditions of the Proprietary Lease, House Rules and such other rules and regulations promulgated by the Board of Directors.

It is further agreed and understood that if the Overtenant shall default in the payment of rent or additional rent to the Cooperative Corporation, the Cooperative Corporation may, at its option, so long as such default shall continue, demand and receive from the Undertenant the rent due or becoming due from the Undertenant to the Overtenant, and apply the amount collected to pay sums due and to become due from the Overtenant to the Cooperative Corporation. Any such payment by the Undertenant to the Cooperative Corporation shall constitute a discharge of the obligation of the Undertenant to the Overtenant to the extent of the amount so paid. The acceptance of the rent of the Undertenant by the Cooperative Corporation shall not be deemed as a release or discharge of any obligations of the Overtenant to the Cooperative Corporation, except to the extent of the rent so collected from the Undertenant. If payment is so demanded by the Cooperative Corporation the Undertenant shall make his rent directly payable to the Cooperative Corporation.

OVERTENANT \_\_\_\_\_

OVERTENANT \_\_\_\_\_

UNDERTENANT \_\_\_\_\_

UNDERTENANT \_\_\_\_\_

**DAMAGE DEPOSIT AGREEMENT  
MOVE IN/OUT**

24535 OWNERS CORP.  
c/o Alexander Wolf & Company, Inc.  
One Dupont Street  
Plainview, NY 11803

RE: Apartment : \_\_\_\_\_

I/We have been advised that the Board of Directors of 24535 Owners Corp. requires the deposit of \$250 by certified or bank check, to be paid by each party for the move-in and move-out respectively, to indemnify the corporation against any loss which may be sustained resulting from damage to the building or its property in connection with my/our move.

It is understood that I am to arrange an inspection of the premises by the superintendent of the building immediately after the completion of my move and if damage has occurred, I agree that the cost of repairs will be deducted from my deposit and the balance, if any, shall be refunded to me/us within 14 days of my returning this completed form. If there is no damage, the deposit will be refunded in full. If there is damage which exceeds \$250, I/we will pay the amount of all additional damages within ten (10) days of receipt of notification by the corporation of the amount due.

In order to secure my/our refund, if any, a copy of this form and the attached elevator inspection form signed by the superintendent, must be returned to the office of the Managing Agent by the party moving.

Note also that there is absolutely no move into or out of the building after 5PM Monday-Friday, and absolutely no moves can occur Saturdays or Sundays. Anyone who appears at the building after 5PM will be turned away

Very truly yours,

\_\_\_\_\_  
**MOVING PARTY**

\_\_\_\_\_  
**MOVING PARTY**

Date: \_\_\_\_\_

New address: \_\_\_\_\_

**NOTE: THE MANAGING AGENT MAY NOT REFUND THE DAMAGE DEPOSIT TO ANY PARTY UNTIL BOTH THE DAMAGE DEPOSIT AGREEMENT AND ELEVATOR INSPECTION FORM COMPLETED BY THE SUPERINTENDENT AND RETURNED TO THE OFFICE OF THE MANAGING AGENT BY THE SHAREHOLDER OR SUBTENANT.**

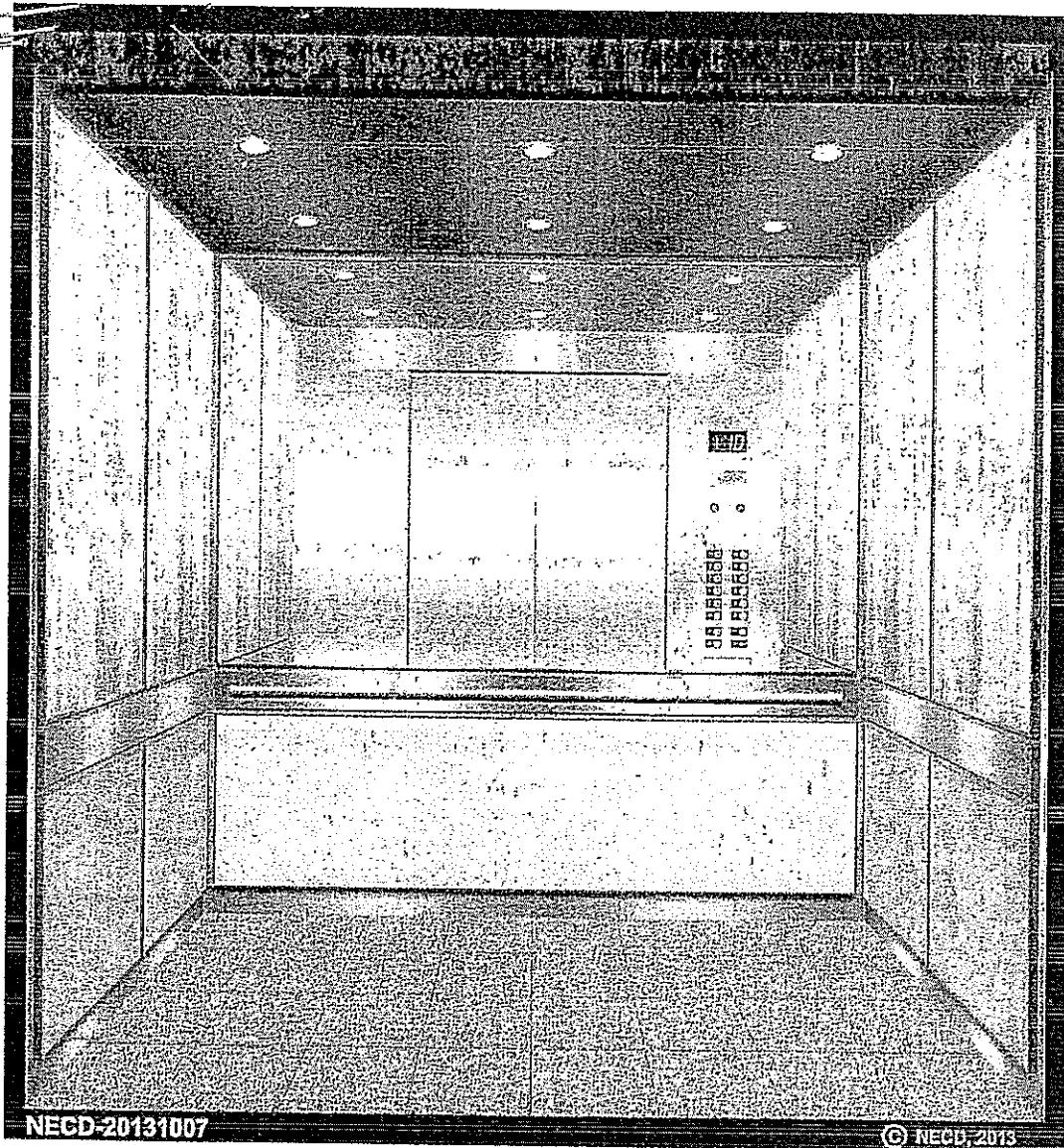
TO BE COMPLETED BY THE SUPERINTENDENT AFTER MOVE-OUT OR MOVE-IN:

THE MOVE-OUT/MOVE-IN (CIRCLE ONE) OF THE ABOVE APARTMENT HAS TAKEN PLACE ON \_\_\_\_\_ (DATE) AND (CHECK ONE):

- (  ) NO DAMAGE HAS OCCURRED TO THE COMMON AREAS.  
(  ) THE FOLLOWING DAMAGES HAVE OCCURRED TO THE COMMON AREAS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Superintendent**

\_\_\_\_\_  
**Date**



NECD-20131007

© NECD, 2013

NAME: \_\_\_\_\_

APT. #: \_\_\_\_\_

DATE OF MOVE/IN - MOVE/OUT: \_\_\_\_\_

- NO DAMAGE DONE  
 DAMAGE DONE TO INDICATED AREAS

(CIRCLED AREAS INDICATE NEW DAMAGE)

INSPECTED BY: \_\_\_\_\_

OWNER/RESIDENT SIGNATURE

SUPERINTENDENT SIGNATURE

**NOTICE TO TENANT  
DISCLOSURE OF BEDBUG INFESTATION HISTORY**

Pursuant to the NYC Housing Maintenance Code, an owner/managing agent of residential rental property shall furnish to each tenant signing a vacancy lease a notice that sets forth the property's known bedbug infestation history.

Name of tenant(s): \_\_\_\_\_

Subject Premises: 245 East 35<sup>th</sup> Street, New York, NY 10016

Apt. #: \_\_\_\_\_

Date of vacancy lease: \_\_\_\_\_

**BEDBUG INFESTATION HISTORY**  
(Only boxes checked apply)

- There is no history of any bedbug infestation within the past year in the building or in any apartment, to the best of our knowledge.
- During the past year the building had a bedbug infestation history that has been the subject of eradication measures. The location of the infestation was on the \_\_\_\_\_ floor(s).
- During the past year the building had a bedbug infestation history on the \_\_\_\_\_ floor(s) and it has not been the subject of eradication measures.
- During the past year the apartment had a bedbug infestation history and eradication measures were employed.
- During the past year the apartment had a bedbug infestation history and eradication measures were not employed.
- Other: \_\_\_\_\_

Signature of Tenant(s): \_\_\_\_\_ Dated: \_\_\_\_\_

Signature of Tenant(s): \_\_\_\_\_ Dated: \_\_\_\_\_

Signature of Owner(s): \_\_\_\_\_ Dated: \_\_\_\_\_

Signature of Owner(s): \_\_\_\_\_ Dated: \_\_\_\_\_

24535 Owners Corp. by Alexander Wolf & Company, Inc., Managing Agent

Signature of Agent: \_\_\_\_\_ Dated: \_\_\_\_\_

## **24535 Owners Corp.**

c/o Alexander Wolf & Company, Inc.  
One Dupont Street  
Plainview, New York 11803

June 15, 2022

To: All Shareholders/Residents

From: The Board of Directors

Re: Required State Law Notice

Dear Shareholders/Residents:

The New York State Division of Human Rights of New recently promulgated rules which set forth certain requirements concerning notification to all Shareholders/residents of their rights to reasonable accommodations and modifications should a Shareholder/resident be a person with disabilities in need of such accommodation or modification. Enclosed is the required notice.

Very truly Yours,

The Board of Directors of  
24535 Owners Corp.

**24535 Owners Corp.**  
c/o Alexander Wolf & Company, Inc.  
One Dupont Street  
Plainview, New York 11803

**Notice of Tenants' Rights to  
Reasonable Accommodations and Modifications**

- ❖ As required by New York State Law and the New York Division of Human Rights, the Co-op is required to notify all Shareholders/Residents of their rights to reasonable accommodations and modifications should a resident be a person with disabilities (physical and/or mental) in need of such accommodation or modification.
- ❖ To qualify for a reasonable accommodation or modification
  - You may need to submit medical documentation from a healthcare provider that demonstrates you have a disability that interferes with your use of your apartment or the Co-op building;
  - The requested reasonable accommodation or modification must be related to your disability; and
  - The reasonable accommodation or modification would be something that is required in order to allow you equal access and opportunity to use and enjoy your apartment and/or the Co-op building or the services normally offered by the Co-op (that you would not otherwise have without said accommodation/modification).
- ❖ Examples of Reasonable Modifications/Accommodations (Including but not limited to):
  - Modifications to the interior of your apartment to (which you will have to pay for, sign an alteration agreement, and may be required to restore to its original condition if no longer needed or if the apartment is sold).
  - Requesting certain modifications or installations to the Co-op's Common Areas.
  - Accommodations to change certain Co-op rules or procedures that may interfere with your usage and enjoyment of your apartment or Co-op Common Areas.
- ❖ To request a reasonable accommodation or modification you may contact our property manager, John Wolf Sr., by e-mailing [JWolf@alexanderwolf.com](mailto:JWolf@alexanderwolf.com) or sending a letter to Alexander Wolf & Company, Inc., One Dupont Street, Plainview, New York 11803.



**ALEXANDER WOLF & COMPANY, INC.**  
Providing Service for More Than Forty Years

Please direct all communication  
to our Corporate Headquarters

One Dupont Street, Suite 200  
Plainview, NY 11803  
Tel: 516.349.0540  
Fax: 516.349.7751  
www.alexanderwolf.com

**APPLICATION FOR APPROVAL OF SUBLET OF COOPERATIVE APARTMENT**

Legal Dept Fax:  
516.719.0096

\_\_\_\_\_

DATE

The Board of Directors of \_\_\_\_\_  
is hereby requested to approve an application to sublet for Apartment # \_\_\_\_\_ in the building  
\_\_\_\_\_ to the applicant(s) named below:

1. Applicant's Name: \_\_\_\_\_ SS#: \_\_\_\_\_

**Cell or Daytime phone number where applicant can be reached** \_\_\_\_\_

Email address: \_\_\_\_\_

2. Spouse's/Co-Applicant's Name: \_\_\_\_\_ SS#: \_\_\_\_\_

3. Home Address & **Home Tel.**:  
\_\_\_\_\_  
\_\_\_\_\_

4. (A) Occupation: \_\_\_\_\_

(B) If self-employed, state name, address, **telephone #**, and nature of business:  
\_\_\_\_\_  
\_\_\_\_\_

(C) If not self-employed, state name, address, **phone number** of employer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(D) State approximate length of time of present employment: \_\_\_\_\_

(E) Previous employment (name and address of employer,  
Position held and type of business and length of time):  
\_\_\_\_\_  
\_\_\_\_\_

5. (A) Co-Applicant's Occupation: \_\_\_\_\_

(B) Name and address of Co-Applicant's employer & telephone number: \_\_\_\_\_  
\_\_\_\_\_

(C) Position held (if self-employed, so state): \_\_\_\_\_  
\_\_\_\_\_

(D) Co-Applicant's Business Telephone: \_\_\_\_\_

6. Estimated Annual Income from Occupation (Applicant): \_\_\_\_\_

Co-Applicant's Income: \_\_\_\_\_. Income from all other sources (describe): \_\_\_\_\_

\_\_\_\_\_. TOTAL ANNUAL INCOME OF APPLICANT & CO-APPLICANT:  
\_\_\_\_\_

7. Do you intend to use the apartment to any extent for any professional or business purposes?

\_\_\_\_\_. If so, state full details: \_\_\_\_\_  
\_\_\_\_\_

8. Applicant's Family consists of: (If there are children, list ages)

\_\_\_\_\_  
\_\_\_\_\_

9. Do you intend to occupy the apartment? \_\_\_\_\_

10. Please list names and relationships, including the applicant's, of each person who will reside  
in the apartment.

NAME

RELATIONSHIP

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Financial References:

(A) Bank Reference: \_\_\_\_\_  
(Name & Address)

(B) Business Reference: \_\_\_\_\_  
(Name & Address)

12. (A) Present Landlord/Managing Agent: \_\_\_\_\_  
(Name, Address & Telephone Number)

(B) Premises & Dates of Occupancy: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

13. Personal References:

| NAME     | ADDRESS/TELEPHONE # | OCCUPATION |
|----------|---------------------|------------|
| 1. _____ | _____               | _____      |
| 2. _____ | _____               | _____      |
| 3. _____ | _____               | _____      |
| 4. _____ | _____               | _____      |

14. If you know any persons presently residing at \_\_\_\_\_  
(Name of Cooperative)

Please list their names \_\_\_\_\_

15. Schools and colleges attended by applicant(s), spouse(s) and children. Name class in each case: \_\_\_\_\_

16. Address of any additional real property owned or leased: \_\_\_\_\_  
(Indicate whether you own, lease  
as owner or rent as the tenant)

17. Are any pets to be maintained in the apartment? \_\_\_\_\_

If the answer is yes, indicate number and kind: \_\_\_\_\_

18. List exact name or names in which the sublease is issued:

---

19. Applicant's Attorney's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Tel: \_\_\_\_\_

20. The apartment to be sublet consists of \_\_\_\_\_ rooms, including \_\_\_\_\_  
bedrooms. Estimated square footage is \_\_\_\_\_.

21. Do you intend to perform any alterations or renovations to the apartment? \_\_\_\_\_

If so, please describe: \_\_\_\_\_

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22. Are you a citizen of the United States? \_\_\_\_\_. If not, indicate whether you are in this  
country legally and include supporting documentation. \_\_\_\_\_

The undersigned Applicant understands that the consent of \_\_\_\_\_  
(Name of Cooperative)

is required under the Proprietary Lease to the proposed sublet thereof and that the  
Board of Directors will rely on the information furnished above, as well as other  
documentation provided with my/our application. The undersigned also understands  
that the information requested is essential to this Application since \_\_\_\_\_

(Name of Cooperative)

is a cooperative apartment house/community in which the occupants reside and because of  
the Board of Directors' desire to maintain a compatible group of residents in the building.  
The undersigned also agrees to meet in person with representatives of the Cooperative.  
Applicant(s) understand(s) that the Cooperative Corporation reserves the right to request  
further information from the Applicant(s). Applicant(s) further understand(s) that

\_\_\_\_\_, its officers, directors, and agents shall have no liability with  
(Name of Cooperative)

respect to any matter or concerning any act of the proposed Sublessor in connection with  
any contract or lease or sublease contemplated here, and that the Corporation and its agents  
make no representation with respect to the advisability of the sublet thereof. Applicant(s)  
agree(s) to meet in person with representatives of the Corporation. Applicant(s) has/have  
submitted payment for certain fees including but not limited to fees to check applicant(s)  
credit and to process this application.

Applicant(s) acknowledge(s) that the application to sublet the apartment may or may not be consented to by the Board of Directors of the Cooperative Corporation in its sole discretion, and that if the application is not consented to, no reason for the failure to consent needs to be given. Whether the application is approved or not approved, certain fees, costs and expenses will be incurred by the applicant(s), and that said fees, costs and expenses will not be refunded to the applicant(s).

The applicant(s) release(s) the Cooperative Corporation, its officers, directors, and the managing agent from any liability for the return of these fees and with respect to any fees, costs, and expenses incurred by applicant(s) in connection with all aspects of the application and sublet process, and agree(s) that in the event the applicant(s) seek(s) recovery of any such fees, costs, or expenses, the applicant(s) shall be liable for all fees, costs and expenses (including attorney's fees) incurred by the Cooperative Corporation and/or managing agent, in defending and/or refuting any such claim or alleged claim.

---

Applicant's Signature

---

Co-Applicant's Signature

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

---

Notary Public

To: Alexander Wolf & Company, Inc.  
One Dupont Street  
Plainview, NY 11803

In order for you to comply with the provisions of Section 606 of the Fair Credit Reporting Act, I authorize you to retain a Credit Reporting Agency, which agency may obtain, prepare and furnish reports concerning me and my character, general reputation, personal characteristics and mode of living.

I understand that upon request, I am entitled to a disclosure of the nature and scope of the investigation to be requested by you of said Credit Reporting Agency.

---

My Printed Name

---

My Signature

---

My Printed Name

---

My Signature

Dated: \_\_\_\_\_

RECEIPT OF HOUSE RULES AND REGULATIONS

Board of Directors  
24535 Owners Corp.  
c/o Alexander Wolf & Company, Inc.  
One Dupont Street  
Plainview, NY 11803

RE: Apartment \_\_\_\_\_

Dear Board Members:

As prospective subtenant(s) of the above referenced apartment I/we acknowledge receipt of the House Rules and Regulations of 24535 Owners Corp.

Very truly yours,

\_\_\_\_\_  
\_\_\_\_\_

REAL ESTATE MANAGEMENT •



• INSURANCE SERVICES

## ALEXANDER WOLF & COMPANY, INC.

Providing Service for More Than Forty Years

Please direct all communication  
to our Corporate Headquarters

One Dupont Street, Suite 200

Plainview, NY 11803

Tel: 516.349.0540

Fax: 516.349.7751

[www.alexanderwolf.com](http://www.alexanderwolf.com)

March 8, 2023

First Class Mail

Legal Dept Fax:  
516.719.0096

To all Shareholders of  
24535 Owners Corp.

Re: House Rules (Revision Dated January 13, 2023)

Dear Shareholders,

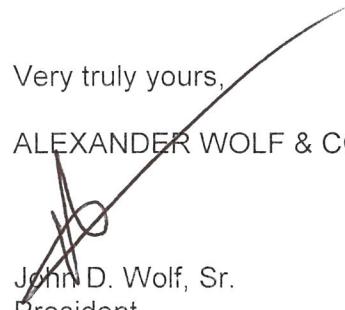
Please be advised that we voted to adopt a new cooperative House Rule in response to the significant number of deaths and property damage resulting from the use and storage of electric bikes/scooters that are powered by batteries that cause fire (e-bikes/scooters). The new rule now effectively bans the devices from the co-op at any time due to the threat they pose to our shareholders.

Please keep the enclosed with your copy of the cooperative's Offering Plan ("black book"), dispose of prior House Rules revisions, and make sure to read the rules in their entirety.

Should you have any questions regarding this communication, please phone management at (516) 349-0540.

Very truly yours,

ALEXANDER WOLF & COMPANY INC.

  
John D. Wolf, Sr.  
President

Enclosure

cc: Corporate Counsel (w/ enclosure)  
Legal Department (w/ enclosure)  
Superintendent (w/ enclosure)

**24535 OWNERS CORP.**  
245 EAST 35<sup>TH</sup> STREET – NEW YORK, N.Y. 10016

## **HOUSE RULES**

**FOR**

**24535 OWNERS CORP.**  
**245 EAST 35<sup>TH</sup> STREET**  
**NEW YORK, NY 10016**

**24535 OWNERS CORP.**  
245 EAST 35<sup>TH</sup> STREET – NEW YORK, N.Y. 10016

Revised: January 13, 2023

**HOUSE RULES**  
(1/23)

For ease in communication, the term Tenant in this document shall apply to all Tenants, Owners, Lessees and Sub-tenants.

The purpose of this document is to establish a standard by which all residents of the building can be guided so as to maintain a high standard and pleasant living environment. The objective is to provide a better place to live for all of us without unduly placing over-restrictive rules. While the rules may, on occasion, seem inconvenient, they must be adhered to in order to be fair to all tenants.

The building has 114 Tenants who, if all did as they pleased, would result in a terribly chaotic living environment.

Recognizing that the Owners share any and all costs incurred, we have also attempted to levy costs, where appropriate, against those that incur them.

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## EMERGENCY 911

POLICE 212-826-3211 17<sup>TH</sup> Precinct  
167 East 51<sup>st</sup> Street

FIRE 212-628-2900

## CO-OP BOARD

|                      |                     |
|----------------------|---------------------|
| President            | Richard J. Kostyra  |
| Treasurer            | Bogac Basiplikci    |
| Secretary            | Lorraine Antoniello |
| Director             | Blair Katz          |
| Director/Sponsor Rep | Brian Rafferty      |

### CO-OP STAFF

## Superintendent

Carlos Perez

## Porter

Jose Pachay – Saturday-Wednesday – 8:00 a.m.-4:00 p.m.

## Doormen

Tony A. Queylin

Michael Quinones

Derrick Tenn

Tony Salvador

| Saturday                      | Sunday                   | Monday                        | Tuesday                       | Wednesday                     | Thursday                      | Friday                        |
|-------------------------------|--------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| Derrick T. 7:30 AM-3:30 PM    | Mike Q. 7:30 AM-3:30 PM  | Tony Salvador 7:30 AM-3:30 PM | Tony Salvador 7:30 AM-3:30 PM | Tony Salvador 7:30 AM-3:30 PM | Tony Salvador 7:30 AM-3:30 PM | Tony Salvador 7:30 AM-3:30 PM |
| Matthew B. 3:30 AM-11:30 PM   | Matthew B. 3:30-11:30PM  | Derrick T. 3:30 PM-11:30 PM   | Derrick T. 3:30 PM - 11:30PM  | Matthew B. 3:30 PM-11:30 PM   | Matthew B. 3:30 PM-11:30 PM   | Matthew B. 3:30 PM-11:30 PM   |
| Tony Q. 11:30 PM-7:30 AM      | Tony Q. 11:30 PM-7:30 AM | Tony Q. 11:30 PM-7:30AM       | Tony Q. 11:30 PM-7:30AM       | Derrick T. 11:30 PM-7:30 AM   | Derrick T. 11:30 PM-7:30 AM   | Tony Q. 11:30PM-7:30AM        |
| 8:00 AM to 4:00 PM<br>Jose P. | Jose P.                  | Carlos Perez<br>Jose P.       | Carlos Perez<br>Jose P.       | Carlos Perez<br>Jose P.       | Carlos Perez                  | Carlos Perez                  |

**24535 OWNERS CORP.**  
245 EAST 35<sup>TH</sup> STREET – NEW YORK, N.Y. 10016

Cop-op Web Site

[www.24535ownerscorp.com](http://www.24535ownerscorp.com)

Managing Agent  
(owner units)

Mr. John D. Wolf, Sr.  
Alexander Wolf & Company, Inc.  
One Dupont Street, Suite 200  
Plainview, NY 11803  
Telephone: (516) 349-0540  
Fax: (516) 349-7751  
[jwolf@alexanderwolf.com](mailto:jwolf@alexanderwolf.com)

“Holder of  
Unsold Shares”

Roc Century  
c/o Olnick Organization  
600 Madison Avenue  
New York, NY 10022  
Telephone: (212) 415-4824  
Fax: (212) 750-5016  
[jwolf@alexanderwolf.com](mailto:jwolf@alexanderwolf.com)

Managing Agent  
(rental units for “Holder  
Of Unsold Shares”)

Hampton Management  
135 East 57<sup>th</sup> Street, 22<sup>nd</sup> Fl.  
New York, NY 10022  
Attention: Bonnie Jacobs  
Telephone: (212) 835-2114  
Fax: (212) 835-2402

**24535 OWNERS CORP.**  
245 EAST 35<sup>TH</sup> STREET – NEW YORK, N.Y. 10016

**SHARE DISTRIBUTION**

|                          | <b><u>Shares</u></b> |                      | <b><u># Apartments</u></b> |
|--------------------------|----------------------|----------------------|----------------------------|
| <b>Individually held</b> | <b>37,121</b>        | <b>87.35%</b>        | <b>101</b>                 |
| <b>“Unsold Shares”</b>   | <b><u>5,379</u></b>  | <b><u>12.65%</u></b> | <b><u>14</u></b>           |
| <b>Total</b>             | <b>42,500</b>        | <b>100%</b>          | <b>115</b>                 |

(at 3/23)

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## **1. MAINTENANCE**

- 1.1 Maintenance is due the first day of each month.
- 1.2 A late charge of \$25.00 will be assessed to each account in which maintenance payments are not received at the office of the Managing Agent by the 10<sup>th</sup> of the month in which they are due.
- 1.3 If delinquency continues into the 2<sup>nd</sup> month (past the 10<sup>th</sup>), or occurs a second time in a calendar year, a late charge of \$200.00 will be assessed for each month (past the 10<sup>th</sup>) payment is late.
- 1.4 The Board WILL NOT review for sublet or sale consideration any apartment that has not been in good standing for 2 full, consecutive months.
- 1.5 Automatic bank payment of maintenance is available.

## **2. PUBLIC/COMMON AREAS**

- 2.1 The public halls or stairways of the building shall not be obstructed or used for any purpose other than entering and leaving the apartments and service areas in the building.
- 2.2 No articles, such as bicycles or mats, or storage of any materials, shall be placed in the hallways or the staircase landings.
- 2.3 Nothing shall be hung or shaken from the doors, windows, terraces or balconies.
- 2.4 Nothing shall be placed upon the windowsills of the building.
- 2.5 Children shall not play in the public halls, lobby, stairways, or elevators and shall not be permitted on the roof unless accompanied by a responsible adult.
- 2.6 Doctors who have offices in the building SHALL NOT be permitted to use the lobby as a waiting area for patients.
- 2.7 Any vandalism done to the premises will result in a \$500.00 fine, plus the cost of the repair.
- 2.8 The lobby is not to be used for meetings/gatherings, but rather as a waiting area for guests and tenants.

## **3. ROOF**

- 3.1 The roof is open for sunbathing and viewing from 8:00 am to 11:00 pm, seven days a week.
- 3.2 Do not discard any objects, including cigarette butts, over the sides of the building or on the roof.
- 3.3 Remove all garbage before leaving roof.
- 3.4 Children shall not be permitted on the roof unless accompanied by a responsible adult.
- 3.5 Absolutely no private party groups permitted on the roof. Violations will result in a \$500 fine.
- 3.6 Do not walk on roof gravel.
- 3.7 Dogs should be walked off premises before entering the roof. Dogs are not allowed to urinate or defecate on the roof.

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- 3.8 Playing of music must be kept to a minimum, or use headphones.
- 3.9 Violators of these rules shall be subject to a \$100 fine per occurrence and forfeiture of roof privileges.

#### **4. LAUNDRY ROOM**

- 4.1 The laundry room is open 24 hours daily. Please discard all trash into the receptacles provided.

#### **5. IN-APARTMENT RESTRICTIONS**

- 5.1 The floors of each apartment must be covered with rugs or carpeting or equally effective noise-reducing material, to the extent of at least eighty (80%) percent of the floor area of each room excepting only kitchens, pantries, bathrooms and closets.
- 5.2 No radio or television aerial shall be attached to or hung from the exterior of the building.
- 5.3 No sign, notice, advertisement or illumination shall be inscribed or exposed on or at any window or other part of the building.
- 5.4 No group tour or exhibition of any apartment or its contents shall be conducted, nor shall any auction sale be held in any apartment without the prior written consent of the Board of Directors.

#### **6. TERRACES**

- 6.1 Terrace, balcony or roof plantings shall be contained in boxes impervious to dampness and elevated from the terrace, balcony or roof surface. Suitable weep holes shall be provided in the boxes to drain off water. It shall be the responsibility of the Tenant to maintain the containers in good condition, and the drainage tiles and weep holes in operating condition.

#### **7. EXTERMINATOR**

- 7.1 Exterminator service will be made available to all Tenants on the first Wednesday of each month. To receive service, enter your name and apartment # on the Notice List on the mailroom bulletin board.
- 7.2 Contractors or workers, authorized by the Managing Agent or Board, may enter any apartment at any reasonable hour of the day for the purpose of inspecting such apartment to ascertain whether measures are necessary or desirable to control or exterminate any vermin, insects or other pests, and for the purpose of taking such measures as may be necessary to control or exterminate any such vermin, insects or other pests.
- 7.3 In this case, the Tenant may demand no more than 3 days notice.
- 7.4 If for any health-related reason a Tenant cannot have his or her apartment sprayed, he or she must submit just cause/proof to the Managing Agent in writing. The Board of Directors will review each such case separately and an appropriate alternative will be implemented.
- 7.5 If the measures to control or exterminate carpet beetles are necessary, the cost thereof shall be paid for by the Tenant.

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## **8. NOISE**

- 8.1 No Tenant shall make or permit any disturbing noises in the building or do or permit anything to be done therein, which will interfere with the rights, comfort or convenience of other Tenants.
- 8.2 No Tenant shall play or allow to be played any musical instrument, player, radio or television between the hours of eleven (11:00) o'clock p.m. and the following eight (8:00) o'clock a.m., if the same shall disturb or annoy other occupants of the building.

## **9. CONSTRUCTION**

- 9.1 All construction, including but not limited to, adding or removing walls, cabinets, floor resurfacing etc., must be approved by the Board in writing prior to commencement of work.
- 9.2 Board approval requires that a Certificate of Insurance from the contractor listing the Co-op and Alexander Wolf & Company, Inc. as additional insureds, and a signed Alteration Agreement from the Tenant be provided to the Managing Agent.
- 9.3 No construction or repair work or other installation involving noise or odor (polyurethane) shall be conducted in any apartment except on weekdays (not including legal holidays), and only between the hours of 9:00 am and 5:00 pm.
- 9.4 The Tenant is responsible for any and all damage to the building or its contents caused by a Tenant's service or workers.

## **10. MESSENGERS**

- 10.1 Messengers and trades people shall use such means of entry and exit as shall be designated by the Superintendent or Doorman on duty.
- 10.2 The Corporation shall not be responsible for any item delivered to or left with any employee of the Corporation. Any article delivered to, or left at the building, is at the sole risk and responsibility of the Owner.
- 10.3 No Tenant shall send any employee of the Co-op out of the building on any private business of a Tenant.

## **11. EXTERIOR ADDITIONS**

- 11.1 No awnings, window air-conditioning units or other items visible from the exterior shall be installed or changed without prior written approval of the Board of Directors, nor shall anything be projected out of any window of the building without similar approval.

## **12. MAINTENANCE AND REPAIRS**

- 12.1 All repair requests should be addressed as soon as identified to minimize cost, damage, and potential liability.
- 12.2 Under the terms of your Proprietary Lease:
  - The Corporation has the responsibility for the maintenance of those parts of the building structure which are used in common by all Tenants (entrance hall, basement, roof, etc.)
  - The Tenant/Owner is responsible for maintaining, repairing, and decorating individual apartments, as well as the fixtures and equipment therein.

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- 12.3 The Corporation will make available the building staff for minor maintenance and repairs at a nominal fee.
- 12.4 All ordinary day-to-day complaints and requests for service shall be made in writing to the Superintendent via the Work Order Form available from the Doorman. The Superintendent will do the work, or delegate the work to one of the staff.
- 12.5 To avoid any misunderstanding, the Superintendent has been instructed that, if asked to make repairs to or provide replacements for Tenant-Owners, he shall act only upon the completion of a Work Order Form.
- 12.6 Examples of work for which the Superintendent is available include:
- a. Repair of leaky faucets and valves
  - b. Adjustments of flush tanks or flush meters
  - c. Adjustments of radiator valves and traps
  - d. Minor repairs to electric switches and outlets
  - e. Minor repairs to doors and windows
  - f. Minor adjustments to ranges and refrigerators
  - g. Other items the Superintendent feels competent and available to perform
- 12.7 If it is determined that the repair required is beyond the Superintendent's capability or availability, extensive plumbing or electrical work, the Superintendent will, at Tenant's request, arrange for a tradesman whose charges will be billed to the Tenant/Owner through Alexander Wolf & Company, Inc.
- 12.8 Cost for services conducted by the Superintendent will be billed by the Co-op at a rate of \$15.00 per half hour or part thereof, plus cost of materials.
- 12.9 Any Tenant/Owner is free to hire his own contractor. In such case, the Superintendent should be advised so that the contractor will be afforded access to the building.
- 12.10 Should Tenant/Owners wish to engage the services of members of the building staff for other work within their apartments, the Tenant/Owners should make their own financial arrangements with the employees who are available only when they are off duty.
- 12.11 If there is any question as to whether the responsibility for repair or replacement is that of the Corporation or of the Tenant/Owner, contact John Wolf, the Managing Agent, prior to work being started.
- 12.12 Tenants should receive satisfactory and prompt attention. If not, a follow up note to John Wolf, copying Board President (12A), is requested.

### **13. CLOGGED DRAINS**

- 13.1 Water closets and other water apparatus in the building shall not be used for any purposes other than those for which they were constructed, nor shall any sweepings, rubbish, rags or any other article be thrown into the water closets. The cost of repairing any damage resulting from misuse of any water closet or other apparatus shall be paid for by the Owner in whose apartment it shall have been caused.

## **14. ANIMALS**

Tenants shall be permitted to keep small animals as pets under the following circumstances:

- 14.1 Any Tenant who wishes to keep a dog, cat, or bird as a pet must make a written petition to the Board of Directors; the petition shall include an accurate description of the animal and its breed. The Board of Directors shall approve or disapprove each petition within 10 calendar days of the receipt of the petition. Such decisions by the Board of Directors shall be binding. All Tenants who have pets shall register their pets with the Board. Forms are available from the Doormen.
- 14.2 Under no circumstances shall any Subtenant be permitted to keep any animal as a pet.
- 14.3 No animal kept as a pet may interfere with the use and enjoyment of the building by the other Tenants.
- 14.4 The Board of Directors reserves the right to prohibit any pet that the Board of Directors determines to be interfering with the use and enjoyment of the building by the other residents.
- 14.5 The Board of Directors reserves the right to limit the size and number of pets that shall be permitted to be kept in any apartment by any Tenant. In no case, shall any Tenant be permitted to keep or harbor more than 2 dogs, cats, or birds, in any combination, in any apartment in the building, nor may any individual dog, cat, or bird exceed 30 pounds in weight when fully grown.
- 14.6 In no event shall any animals be permitted in any of the public halls, stairwells, lobby, or other common areas of the building unless carried or held on a leash.
- 14.7 If any pet urinates or defecates in any common area of the building, or damages any common area of the building, the Tenant who is keeping or harboring the pet shall be solely responsible for cleaning or repairing the affected or damaged area. The Board of Directors reserves the right to assess an appropriate fine against any Tenant who refuses to clean or repair any affected or damaged area.
- 14.8 Each Tenant who keeps any animal as a pet in the building shall indemnify the Cooperative and its Board of Directors and hold said parties harmless against any loss or liability of any kind or character whatsoever arising from or as a result of having an animal in the building.
- 14.9 No birds or animals shall be fed from the windowsills, terraces, balconies, backyard or other public portions of the building, or on the sidewalk or street adjacent to the building.

## **15. TRASH/GARBAGE**

15.1 THE LAW REQUIRES RECYCLING of all plastic, glass metal containers, aluminum foil trays, newspaper, magazines, cardboard, phone books, and catalogs.

15.2 COMPLIANCE IS MANDATORY. Failure to comply may result in City fines which will be billed to offending residents.

15.3 All recyclable materials must be rinsed (to avoid vermin) and taken to the basement trash rooms (behind elevator) and placed in their proper large blue containers by residents

- . Metal Cans
- . Plastic bottles and jugs
- . Aluminum foil trays, i.e.: pie pans, take-out tins.
- . Glass bottles and jars – clear and colored
- . Newspapers, magazines, phone books, catalogs, cardboard.

15.4 **DO NOT RECYCLE:**

- . Styrofoam, plastic-coated paper (milk cartons), plastic bags, wrap or film, plastic utensils, etc. should be placed in sealed garbage bags and deposited into the compactor chute.
- . Aerosol cans or pump sprays, paint cans or chemical containers should be taken to the basement trash room and placed on the floor.

15.5 NOTHING IS TO BE LEFT IN THE STAIRWELLS.

15.6 All garbage will be placed in compactor chute with the exception of those to be taken to the basement for recycling as indicated on the sign in the compactor room.

**COMPACTOR**  
**DO NOT THROW DOWN CHUTE**

**LIT CIGARETTES, AEROSOL CANS, BOTTLES  
WIRE HANGERS, NEWSPAPERS, CARTONS  
TELEPHONE BOOKS, COMBUSTIBLES, CLOTHES  
MAGAZINES, OR SHARP ARTICLES**

15.7 Bags of garbage too large for the compactor should be placed on the first floor behind the service elevator. In no case should bags of garbage be left in the compactor rooms.

15.8 Large refuse, such as refrigerators, stoves, beds, etc. should be discarded privately, as the Corporation does not have the facilities to do so.

15.9 Contact the Superintendent or the Managing Agent when you wish to discard such items.

## **16. STORAGE**

- 16.1 Because of limited space and fire regulations, the storage room is limited to small trunks, suitcases and containers.
- 16.2 Items not permitted include: furniture, mattresses, tires, sofas, highly combustible products, empty cardboard boxes and commercial equipment.
- 16.3 Each item placed in the basement storage area must be tagged with name and apartment #. Untagged items may be disposed of.
- 16.4 Tags are available from the Doormen.
- 16.5 The Co-op is not responsible for theft or damage to any goods left in the storage room.

## **17. BICYCLES/ROLLER BLADES**

- 17.1 Bicycles are not permitted in the elevators.
- 17.2 Roller blades are not permitted in the halls, elevators, or lobby.
- 17.3 Locked bicycle storage is available in the basement, and the key to the room is kept with the Doormen.
- 17.4 Each bicycle placed in the basement storage area must be tagged with name and apartment #. Untagged bicycles may be disposed of.
- 17.5 The Corporation is not responsible for theft of or damage to bicycles or contents stored in the bicycle room.

## **18. MOVING**

- 18.1 Any Tenant moving in or out of the building, or moving large items, MUST make arrangements with the Superintendent at least 24 hours prior to their actual move.
- 18.2 A security check of \$250.00 (certified check or money order) will be required prior to moving.
- 18.3 All such moves must be done through the service elevator and service entrance on Monday through Friday (excluding holidays) between the hours of 9:00 am and 5:00 p.m.
- 18.4 The appropriate elevator pads must be properly in place prior to the move.
- 18.5 Any damage sustained to the building will be the financial responsibility of the Tenant/Owner, and the appropriate account will be billed accordingly.

## 19. SUBLetting

19.1 The Board WILL NOT review for sublet or sale consideration any apartment that has not been in good standing for 2 full, consecutive months. ***Apartment must be owner occupied for a minimum of two (2) years before a shareholder can be eligible to sublet.***

19.2 The Corporation requires the following procedures for the subletting of an apartment.

- i) The Shareholder must apply in writing to the Board of Directors in care of Alexander Wolf & Company, Inc. for permission to sublet.
- ii) A proposed Sublet Agreement must be submitted to the Managing Agent.
- iii) The proposed Subtenant must provide the following documents:
  1. Three letters of personal references
  2. A letter of recommendation from their current landlord
  3. A letter from their employer stating position, salary, and length of service
  4. A completed application form
  5. A copy of the last income tax return W2 Form
  6. A list of all persons planning on occupying the apartment
- iv) The Subtenant must meet with the Interviewing Committee.
- v) The Subtenant must be approved by the Board of Directors before sublet can take place.
- vi) The term of any sublease will be for 12 months, no more, no less. All renewals must also be approved by the Board of Directors.
- vii) A sublet fee the equivalent of \$4,4694 per share shall be billed to the shareholder's maintenance account in twelve monthly installments. This fee is billed on renewals of existing approved sublets.
- viii) A processing fee of \$625.00 (presuming one applicant; add \$325.00 for each additional co-applicant) will be charged, payable to Alexander Wolf & Company, Inc. (each new sublet occupancy only). A renewal-processing fee of \$375.00 will be charged by Alexander Wolf & Company, Inc. The processing fee is not refundable (regardless of whether an application to sublet is approved, rejected or not completed by the shareholder/applicant). Note the processing fees cannot be remitted by the proposed subtenant/applicant. The check must be from the shareholder's checking account. Fees indicated herein may be subject to change.

## 20. SALES

20.1 The Board WILL NOT review for sublet or sale consideration any apartment that has not been in good standing for 2 full, consecutive months.

20.2 The following details the various procedures required by the Corporation from the seller and the purchaser in connection with the transfer of the ownership of stock, as well as those, which are performed on behalf of all of the parties by the Managing Agent.

20.3 When the Contract of Sale has been prepared by the attorney for the seller and executed by both parties, a photocopy must be sent to the office of the Managing Agent. Upon receipt, Steven Mirsky, who is an attorney, will review the agreement to ensure it conforms to the legal requirements of the Corporation. The parties may discuss the requirements with Mr. Mirsky prior to the signing of the agreement. No other application related materials are to be sent to the

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245 EAST 35<sup>TH</sup> STREET – NEW YORK, N.Y. 10016

Managing Agent until the agent has reviewed the contract and provided the applicant with a full set of current purchase application requirements.

20.4 Once the Agreement is in satisfactory form, the Managing Agent will forward the following documents to the seller and/or buyer.

1. Statement of Managing Agent's Services. This form spells out the specific documents prepared by the Agent which are executed at closing. The detailing of this information is intended to avoid duplication on the part of the various attorneys performing services for the seller, buyer and Cooperative. An outline of the services provided are as follows:
  - a. Review of the Contract of Sale.
  - b. Conference with attorneys.
  - c. Secure and verify financial statements and references.
  - d. Arrangement of interview by the Board of Directors.
  - e. Preparation of legal documents relating to sale of apartments.
  - f. Review of Recognition Agreement and supervision of its execution where a loan is involved.
  - g. Certification of Compliance with the Proprietary Lease and verification of payments of maintenance and assessments to date of closing.
  - h. Attendance at closing of prior loans if applicable.
  - i. Attendance at closing and verification of all documents.
2. Application and Net Worth Statement. These forms are sent to the buyer with a request that they be completed in detail. They must be returned to the Agent along with written letters of personal and business references. Copies of bank statements, brokerage accounts, Money Market funds and the most recent tax return will also be required. The Board must be assured that the purchaser not only can pay for the stock, but also must have the financial viability to pay the monthly maintenance charges and assessments, if levied. A complete credit report and verification is then obtained and prepared for submission to the Board.
3. Should the purchaser elect to finance his purchase, he must contact the lending institution providing the funds and obtain a Recognition Agreement. The Agreement provides, in effect, that the Cooperative has been made aware of the existence of a loan and, in the event of a default on the part of the borrower (new Owner), requests notification so that action may be taken to avoid a foreclosure by the Cooperative which could wipe out or impair the bank's equity. The Agreement is reviewed by Mr. Mirsky, completed and submitted to the Board along with all of the other documents for review.

20.5 When the above items have been completed or agreed to by the parties, the following agreements are then prepared.

- a. Consent of Lessor. The Cooperative executes these forms after the buyer has been interviewed and approved.
- b. Assignment Agreement. At the closing, the seller will execute this Agreement, which transfers his interest in the stock of the Corporation and Proprietary Lease to the buyer free from all liens and encumbrances. If a Cooperative loan exists, the loan will be satisfied from the proceeds of the sale by the seller at the closing of the Cooperative sale.
- c. Acceptance and Assumption Agreement. This Agreement is executed by the buyer at closing whereby he assumes all of the obligations of the former Owners' Proprietary Lease and agrees to conform to the requirements of the House Rules and By-Laws of the Cooperative Corporation.
- d. Stock Certificate. A new certificate is then issued in the name of the buyer to be signed by the officers of the Corporation and delivered to the buyer, or his lending institution, at the closing.

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245 EAST 35<sup>TH</sup> STREET – NEW YORK, N.Y. 10016

- 20.6 Once the above documents and agreements have been prepared, the entire package, consisting of the application, net worth statements, financial back-up, credit report, letters of reference and legal forms are delivered to an assigned subcommittee of the Board. This occurs approximately four weeks after submission of the contract to the Managing Agent. An initial review is then made. If everything is satisfactory, approximately six weeks after the contract was submitted to the Managing Agent, an interview with the buyer is arranged. The Board members meet with the buyer and a final review takes place. The total process will usually require approximately six weeks.
- 20.7 When the buyer is approved and all of the paperwork completed, Mr. Mirsky is then notified of the approval, and a closing date is scheduled.
- 20.8 At this point, additional documents may be required by the parties. Where a title company is involved, certifications regarding other matters are usually required from the Corporation. These documents are prepared in form satisfactory to the title company and either executed by the Board or the Managing Agent. A statement that all maintenance charges and special assessments have been paid is always required in order to assure the buyer that he is not assuming an obligation that is not his.
- 20.9 Where a special assessment has been placed on the stock of the Corporation and has not been paid at the time of the closing, it must be paid in full at that time. The parties may agree to adjust the sum between themselves, but the Cooperative requires full payment at closing.
- 20.10 At the closing, the Agent supervises the final signing of all documents, collection of all funds due the Cooperative and the distribution to the parties of the evidence of ownership. Where a prior Cooperative loan exists, it must be satisfied in a form that is satisfactory to the Cooperative. The final documents issued to the buyer may be given to him at the closing or his lending institution, if a new loan is involved. Once the closing has taken place, the records of the Corporation must reflect the transfer. The books and records of the Corporation are changed and the seller's Stock Certificate is cancelled, and New York State Transfer Stamps are purchased, at a present cost of five cents (\$0.05) per share, to be affixed to the cancelled certificate.
- 20.11 The fees charged by the Managing Agent for the services performed total \$1,500.00, of which the seller is charged \$825.00 (for ordinary sales) and the buyer is charged \$675.00 (presuming one applicant; add \$325.00 for each additional co-applicant). The fee to the buyer is payable at the time of the application, and financial papers are returned to the Agent and the fee to the seller is payable at the closing. These fees may be modified where there is more than one applicant or where additional extraordinary services are required of the office of the Managing Agent. Fees indicated herein may be subject to change.
- 20.12 All parties to a Contract of Sale should be aware that it may require a minimum PERIOD OF SIX WEEKS from the time the contract is signed to the date of the closing. As you can see, the number of documents required is very time consuming. While the Board and the Managing Agent fully understand the pressures of the parties, the procedures involved are intended for the protection of both Cooperative and the parties.
- 20.13 Any Owner wishing to refinance or obtain a home equity loan needs to contact Alexander Wolf & Company, Inc. for the procedural requirements.

## **21. INSURANCE**

- 21.1 The Co-op insurance covers the building, rental value/maintenance charges, legal liability and water damage caused by the building.

## **24535 OWNERS CORP.**

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21.2 The building's insurance covers damage to the building and its equipment caused by fire, extended coverage (windstorm, explosion and riot, among others), vandalism and malicious mischief and other allied perils and accidental discharge of water. THIS COVERAGE DOES NOT APPLY TO PERSONAL PROPERTY OF THE INDIVIDUAL APARTMENT OWNER OR TENANT.

21.3 Tenants should purchase a Homeowners /Tenants policy. This combines into a single contract protection for furnishing, wearing apparel, and improvements and betterment such as lighting fixtures, special woodwork, paneling, wallpaper, carpeting and liability protection.

21.4 In the event of loss due to direct water damage, for example, the damage to the building would be submitted to the building's insurance carrier and the individual Owner's damage would be submitted to their own carrier.

Without a Homeowners Policy the Tenant would be responsible for all costs associated with items noted in 21.3.

21.5 Tenants may wish to use the building's insurance agent to purchase their policy. Contact Millennium Alliance Group at 516-496-8004, Chris Duffy, ext. 106.

## **22. COMPLAINTS AND SUGGESTIONS**

22.1 The Board of Directors and Alexander Wolf & Company, Inc. welcome and invite suggestions from all Tenant stockholders in written form.

22.2 Any complaints should be made in writing to Alexander Wolf & Company, Inc. and copy to the Board President (12A).

Or, by e-mail to the Board via the building web site: [www.24535ownerscorp.com](http://www.24535ownerscorp.com).

## **23. HOUSE RULE APPROVAL & AMENDMENTS**

23.1 Any consent or approval given under these House Rules by the Co-op Board of Directors shall be revocable at any time.

23.2 The House Rules may be added to, amended or repealed at any time by resolution of the Board of Directors of the Co-op.

23.3 Any violation of any House Rule by resident, owner, or tenant will result in fines being imposed to the Shareholder.

For the first offense a warning notice will be sent; the second offense will result in a \$50.00 fine; the third offense and additional offenses will result in a \$100.00 fine.

## **24. AIR CONDITIONER REPLACEMENT**

24.1 Air conditioners may not protrude beyond the exterior of the rear grill of the A/C sleeve.

24.2 If you have a customized cover over the A/C unit, this may affect the installation.

24.3 Appropriate units for replacing A/C units follow.

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The Townsley, 245 EAST 35<sup>TH</sup> STREET NEW YORK, NY 10016

**AIR CONDITIONER SPECIFICATIONS**

**Bedroom**

Fedders with front  
115 volt  
10,000 BTU's  
A1A07W2B/DECABFCB

Fedders with front  
115 volt or 220 volt  
10,000 BTU's  
A1A10W2B/DECABFCB

**Living Room**

Fedders w/front  
220 volt  
11,500 BTU's  
A1B12W7B/DECABFCB

Emerson w/kit to fit sleeve  
220 volt  
12,000 BTU's  
12MW42K

**AIR CONDITIONER SPECIFICATIONS**

**(Note: The following units will protrude 5" into the room beyond the sleeve)**

Friedrich  
WS07A10  
115 volt  
7,000 BTU's

Friedrich  
WS10A10  
110 volt  
10,000 BTU's

Friedrich  
WS10A30  
220 volt  
10,000 BTU's

Friedrich  
WS12A10  
110 volt  
11,500 BTU's

Friedrich  
WS12A30  
220 volt  
12,000 BTU's

Friedrich  
WS15A30  
220 volt  
14,700 BTU's

## **25. SMOKING POLICY**

As of August 15, 2018, the Board of Directors adopted the following proposed smoking policy, House Rules #25:

### **SMOKING - New York City Local Law 147**

Smoking is not permitted in any of the common areas of the Building or within 25 feet the Building's entrance or in the rear courtyard. Notwithstanding the foregoing, smoking on the Building's roof deck is permitted provided the smoke does not interfere with other occupants. All smoking related items must be completely extinguished and properly disposed of in one of two gray cigarette disposal units provided.

Shareholders and all other Building residents, including their visitors and guests, shall be permitted to smoke within an apartment if smoke and/or odors do not emanate from the apartment. Should the Board of Directors, in its sole discretion, determine failure to isolate the smoke and/or odor the shareholder will be required to take all necessary measures to prevent smoke and/or odors from emanating from the apartment, including, but not limited to, installation and use of an air filtration system, sealing electrical outlets and switches and the closing of all gaps within the apartment capable of allowing smoke/odor to emanate from the apartment.

For purposes of these House Rules, the definition of "smoking" includes the use of cigarettes, cigars, pipe tobacco, incense, electronic cigarettes and other smoke or vapor causing substances.

If a shareholder receives a notice of violation of this Smoking Policy and fails to comply or have the residents in his or her apartment comply with any requested remedial measures set forth herein within 30 days of receipt of the notice, the shareholder of the offending apartment will be fined \$250.00. If the offending shareholder or resident continues to violate this Policy after the imposition of the \$250.00 fine set forth herein, additional fines of \$250.00 will be assessed against the shareholder of the offending apartment 30 days later or on the first day of the next calendar month, whichever comes later, and such \$250.00 fines will continue to be assessed on the first day of each calendar month thereafter until the smoking issue is reasonably resolved based on an assessment by Building Management and the Board of Directors.

## **26. COVID-19 – omitted**

## **27. OCCUPANCY**

- A shareholder must notify John Wolf of any person who moves in with him/her and is not listed on the Proprietary Lease, i.e. new spouse, partner, caregiver, within five (5) business days of occupancy. The notification should include contact information and confirmation that said person has been made aware of the House Rules.

Shareholders who wish to permit houseguests to occupy a residence in the shareholder's absence must follow the following House Rules:

### Specific Family Houseguests:

For circumstances in which a houseguest is, in fact, the spouse, child, parent, grandparent, grandchild or sibling of the shareholder, written notification (letter, fax, email) must be sent to the attention of John Wolf at least 10 business days prior to houseguest's occupancy. This notification must also include a statement that the houseguests are aware of the House Rules and that the shareholder will be responsible for any violations thereof by the houseguests.

### All Other Houseguests:

Houseguests (excluding a spouse, child, parent, grandparent, grandchild or sibling of the shareholder) may be permitted to stay in a shareholder's residence only after following these procedures:

- No Airbnb or similar occupancy scenario will be permitted under any circumstances.
  - For lengths of stay of 14 days or less, written notification (letter, fax, email) must be sent to the attention of John Wolf. This notification must also include the houseguest's relationship to the shareholder, a statement that the houseguest(s) are aware of the House Rules, and that the shareholder will be responsible for any violations thereof by the houseguests. Notification of any such extension must be given to John Wolf at least 10 business days prior to houseguest's occupancy. Length of stays of more than 14 days are not allowed. Board approval of any such occupancy is not automatic. There will be a limit of six (6) visits in a calendar year. If any visit exceeds 14 days, it will be considered an additional visit, unless there is prior written approval from the Board of Directors or Managing Agent.
- If it is necessary for an approved occupancy to be extended beyond the original date, advanced Board notification and approval is required for the extension.

Notification of any such extension must be made to John Wolf five (5) business days prior to the original scheduled departure. Board approval of the extension is not automatic.

- For repeated (whether by the same occupant or not) stays of any duration within a contiguous 60-day period, a written request for subsequent occupancy (letter, fax, email) must be sent to the attention of John Wolf. This request must be sent to John Wolf at least 15 business days prior to the proposed start date of houseguest occupancy. This request will be forwarded to the Board of Directors, who will review the request for approval. Only after written Board approval may the houseguest be allowed to stay

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again. Board approval is not automatic.

These rules listed are to protect the integrity and security of our building. Failure to comply with these procedures will result in a fine of \$500 per week or part thereof of noncompliance. This is in addition to a fine of \$500 for each and every occurrence of an illegal transfer of a front door key.

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**28. Electric Personal Transport Devices**

28.1. All lithium-ion battery-powered Bicycles, Scooters, Hoverboards, or other forms of electric based personal transport devices, determined solely at the Board's or Property Manager's discretion (cumulatively known as "**Electric Personal Transport Device(s)**"), are prohibited inside of the Co-op, including, but not limited to, the apartments, common areas and storage area (even when they are not in use) effective January 13, 2023, due to fire safety concerns and in accordance with the Co-op's insurance policy.

28.2 All Shareholders and Residents will have ten (10) days to remove any violative Electric Personal Transport Device(s) from their apartment and/or Co-op from the effective date of this House Rule. After such date, any person found with such device will be issued a Notice of Default for violation of this House Rule and accordingly their Proprietary Lease and/or be subject to fines.

28.3 The prohibited Electric Personal Transport Devices mentioned in 28.1 & 28.2 does not include medically related Electric Personal Transport Device(s), including but not limited to electric wheelchairs or mobility scooters. If a Shareholder or Resident has a question about whether their device meets the medical exemption, please contact the Co-op's Property Manager for further clarification. Please be advised, that depending on the type of Electric Personal Transport Device(s) requested to be exempt, further documentation may be required by the Property Manager or Board.

## **SPECIAL HOUSE RULES ADDENDUM**

This is an addendum to the lease between 24535 Owners Corp. and  
\_\_\_\_\_ dated \_\_\_\_\_.

I/We agree to abide by all the House rules of 245 East 35<sup>th</sup> Street and any changes that may be made to them from time to time by the Cooperative Board, including, but not limited to:

- Providing a set of Apt. keys for the “Emergency Lock Key Box”;
- Should I/we change the locks, new keys will be provided immediately;
- No bicycles will be taken, or skates or roller blades be worn in the lobby, halls or elevator;
- Garbage will be placed in the incinerator, papers and items that are recycled are to be taken to the designated bins in the basement area;
- No pets (not notwithstanding that some pets currently reside in the building);
- No personal items such as door mats, umbrellas, boots or shoes will be left in the common area hallways;
- No moving in or out of the Apartment on weekends or holidays.
- Absolutely no private party groups permitted on the roof. Violations will result in a \$500 fine

Apartment: \_\_\_\_\_

Undertenant \_\_\_\_\_ Dated \_\_\_\_\_

Undertenant \_\_\_\_\_ Dated \_\_\_\_\_

## **PET REPRESENTATION**

THE BOARD OF DIRECTORS  
24535 OWNERS CORP.  
c/o Alexander Wolf & Company, Inc.  
One Dupont Street, Suite 200  
Plainview, NY 11803

RE: Apartment No. \_\_\_\_\_

Dear Board Members:

The undersigned proposed subtenant(s) of Apt. \_\_\_\_\_ at 24535 Owners Corp. represent that during my/our occupancy of the above referenced apartment I/we will not harbor any pets in the apartment. This representation is made knowing that the cooperative's Board of Directors is relying upon this representation in considering approval of my/our occupancy.

The undersigned further represent(s) that a breach of this statement is a material misrepresentation to the Board of Directors of 24535 Owners Corp.

Very truly yours,

X \_\_\_\_\_

X \_\_\_\_\_

Dated: \_\_\_\_\_

DAMAGE DEPOSIT AGREEMENT  
MOVE IN/OUT

24535 OWNERS CORP.  
c/o Alexander Wolf & Company, Inc.  
One Dupont Street  
Plainview, NY 11803

RE: Apartment: \_\_\_\_\_

I/We have been advised that the Board of Directors of 24535 Owners Corp. requires the deposit of \$250 by certified or bank check, to be paid by each party for the move-in and move-out respectively, to indemnify the corporation against any loss which may be sustained resulting from damage to the building or its property in connection with my/our move.

It is understood that I am to arrange an inspection of the premises by the superintendent of the building immediately after the completion of my move and if damage has occurred, I agree that the cost of repairs will be deducted from my deposit and the balance, if any, shall be refunded to me/us within 14 days of my returning this completed form. If there is no damage, the deposit will be refunded in full. If there is damage which exceeds \$250, I/we will pay the amount of all additional damages within ten (10) days of receipt of notification by the corporation of the amount due.

In order to secure my/our refund, if any, a copy of this form and the attached elevator inspection form signed by the superintendent, must be returned to the office of the Managing Agent by the party moving.

Note also that there is absolutely no move into or out of the building after 5PM Monday-Friday, and absolutely no moves can occur Saturdays or Sundays. Anyone who appears at the building after 5PM will be turned away.

Very truly yours,

## MOVING PARTY

## MOVING PARTY

Date:

New address:

New address:

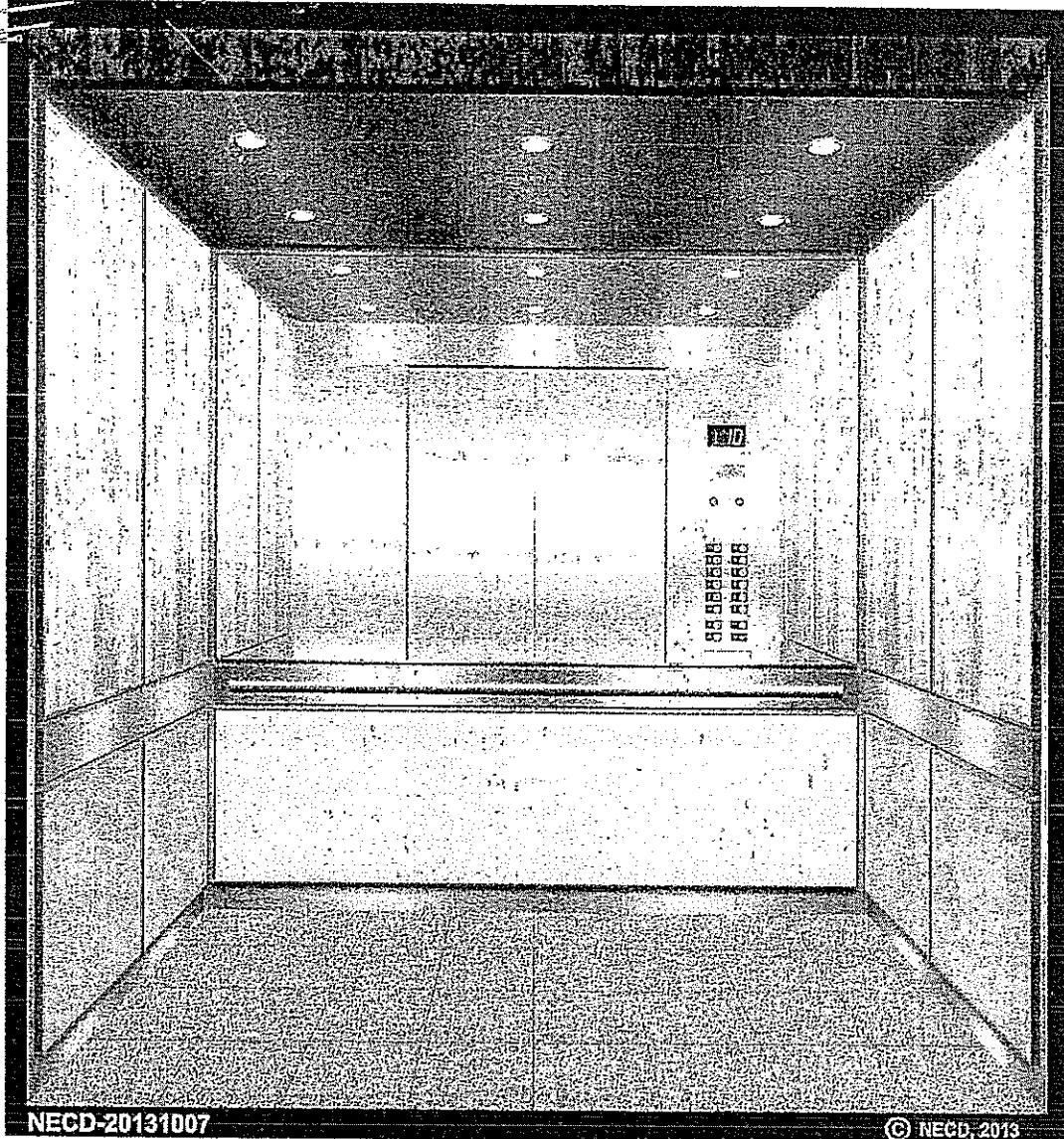
NOTE: THE MANAGING AGENT MAY NOT REFUND THE DAMAGE DEPOSIT TO ANY PARTY UNTIL BOTH THE DAMAGE DEPOSIT AGREEMENT AND ELEVATOR INSPECTION FORM COMPLETED BY THE SUPERINTENDENT AND RETURNED TO THE OFFICE OF THE MANAGING AGENT BY THE SHAREHOLDER OR SUBTENANT.

TO BE COMPLETED BY THE SUPERINTENDENT AFTER MOVE-OUT OR MOVE-IN:

- ( ) NO DAMAGE HAS OCCURRED TO THE COMMON AREAS.  
( ) THE FOLLOWING DAMAGES HAVE OCCURRED TO THE COMMON AREAS:

**Superintendent**

Date



NECD-20131007

© NECD, 2013

NAME: \_\_\_\_\_

APT. #: \_\_\_\_\_

DATE OF MOVE/IN - MOVE/OUT: \_\_\_\_\_

- NO DAMAGE DONE  
 DAMAGE DONE TO INDICATED AREAS  
(CIRCLED AREAS INDICATE NEW DAMAGE)

INSPECTED BY: \_\_\_\_\_

OWNER/RESIDENT SIGNATURE

SUPERINTENDENT SIGNATURE

APARTMENT CORPORATION: 24535 OWNERS CORP.

PREMISES: 245 East 35<sup>th</sup> Street, New York, NY 10016

MANAGING AGENT: ALEXANDER WOLF & COMPANY, INC.  
One Dupont Street  
Plainview, NY 11803

NAME : \_\_\_\_\_  
APARTMENT : \_\_\_\_\_

You are hereby notified that, under Section 131.51 of the New York City Health Code, the Managing Agent is required to install window guards in your apartment if a child or children ten (10) years old or under live(s) or reside(s) in your apartment.

You are required by this Health Code Section to complete the form below at the closing of title or the signing of a lease to your apartment. This form will be returned to the office of the Managing Agent along with the closing documents or lease documents. If you answer that you have no children in such age group, it will mean that no window guards are required in your apartment.

If, at some future time, a child ten (10) years or younger becomes a resident in your apartment, such Section of the Health Code further requires that you then inform us by Certified or Registered Mail, Return Receipt Requested, before we will be required to install window guards.

Please check ONE:

- There is a child ten (10) years old or younger residing in the above apartment. Therefore, window guards are required.
- There is no child ten (10) years or younger residing in the above apartment. Therefore, window guards are not required.
- There is no child ten (10) years or younger residing in the above apartment, however, I do want window guards installed.

SIGNATURE: \_\_\_\_\_

DATED: \_\_\_\_\_

ATTENTION BUILDING SUPERINTENDENT:

Indicate below the date on which you installed window guards in all if the windows in the above referenced apartment, sign the form and immediately return it to:

Ms. Angela Freda  
c/o Alexander Wolf & Company, Inc.  
One Dupont Street  
Plainview, NY 11803

On \_\_\_\_\_, 20\_\_\_\_\_, I installed window guards in all of the windows in apartment \_\_\_\_\_.  
(insert date)

\_\_\_\_\_  
Signature

**RECEIPT OF NEW YORK CITY APARTMENT BUILDING**  
**EMERGENCY PREPAREDNESS GUIDE**

Board of Directors  
24535 OWNERS CORP.  
c/o Alexander Wolf & Co., Inc.  
One Dupont Street, Ste 200  
Plainview, NY 11803

RE: Apartment: \_\_\_\_\_

Dear Board Members:

As a prospective subtenant(s) at 24535 Owners Corp., I/we hereby acknowledge that I/we have received and read the attached Apartment Building Emergency Preparedness Guide.

Very truly yours

---

Subtenant/Print Name

---

Subtenant/Print Name

Dated: \_\_\_\_\_

---

Subtenant/Signature

---

Subtenant/Signature

Dated: \_\_\_\_\_

# NEW YORK CITY APARTMENT BUILDING EMERGENCY PREPAREDNESS GUIDE



**EMERGENCY PREPAREDNESS BASICS**

**PEOPLE WHO NEED ASSISTANCE**

**READINESS SUPPLIES (FOR HOME  
EMERGENCIES AND YOUR GO BAG)**

**HOME SAFETY AND FIRE PREVENTION**

**KNOW YOUR BUILDING**

**WHAT TO DO IN A FIRE/  
NON-FIRE EMERGENCY**

**EMERGENCY PREPAREDNESS  
RESOURCES**



*Developed by the NYC Fire Department to inform apartment building residents and staff  
about apartment building safety, and what each resident can do to prepare for emergencies,  
prevent fires and protect themselves and their families during a fire or non-fire emergency.*

**2021**

**NEW YORK CITY  
APARTMENT BUILDING  
EMERGENCY PREPAREDNESS GUIDE**

**For Apartment Building Residents and Staff**

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**This emergency preparedness guide has been developed by the New York City Fire Department for distribution to apartment building residents and staff.**

**It is designed to educate you about your building and what you and the members of your household can do to prepare for emergencies, prevent fires and protect yourselves during a fire or non-fire emergency.**

**If you receive this guide from the building owner or manager, it will include a Building Information Sheet prepared by the building owner describing the construction of your building, building fire protection systems and exits; an individual emergency preparedness/evacuation planning checklist; and other information that will inform your emergency planning.**

## 1. **EMERGENCY PREPAREDNESS BASICS**

- A. Stay Informed/Emergency Notification Systems**
- B. Sheltering In Place/Emergency Supply Kit**
- C. When To Evacuate/Emergency Shelter**
- D. Reconnecting With Your Family**

### **A. Stay Informed/Emergency Notification Systems**

1. Notify NYC is the City's official source of emergency information, including weather emergencies and subway and road closures.
2. Sign up for free emergency alerts or to download the Notify NYC application for mobile applications.
3. Visit NYC.gov/notifynyc, call 311 (for Video Relay Service: 212-639-9675; for TTY: 212-504-4115), or follow @NotifyNYC on Twitter
4. During an emergency, follow instructions from on-scene emergency responders or, if the emergency is not at your building, monitor NotifyNYC, local radio, television and internet news services for the latest information, including information about emergency shelter.

### **B. Sheltering in Place**

1. During some emergencies, officials may advise you to stay where you are (shelter in place). Generally, this means that it is safest for you to remain in your apartment while firefighters put out a fire or emergency responders clear a nearby hazard.
2. The emergency procedures discussed in this Guide (see Section 6, What to Do in a Fire or Non-Fire Emergency) will explain when to leave and when to shelter in place. In all cases, follow the instructions of on-scene police, firefighters or other emergency responders.
3. If an emergency requires that you shelter in place, do not leave your place of safety to pick your children up from school until the danger has passed and shelter-in-place orders have been lifted. Schools have their own shelter-in-place procedures. You will only endanger yourself by leaving a safe area during the emergency.
4. For weather emergencies and other emergencies that may require that you stay at home for several days, keep an emergency supply kit. See Section 3(A), Home Emergency Supply Kit.

### **C. When to Evacuate/Emergency Shelter**

1. Evacuate immediately when you:
  - Are in immediate danger.
  - Are in a type of building in which evacuation is recommended and you can safely do so. See Section 7(A).
  - Are instructed to do so by an on-scene emergency responder.
  - Are ordered to do so by the Mayor or other public authority.
2. If you must evacuate your building or are directed by authorities to evacuate, make arrangements to stay with friends or family. During a coastal storm evacuation, the City and/or its partners will open evacuation centers throughout the five boroughs. Know which evacuation center is closest to you by visiting NYC.gov/knowyourzone, or calling 311 (for Video Relay Service: 212-639-9675; TTY: 212-504-4115).

#### **D. Reconnecting With Your Family**

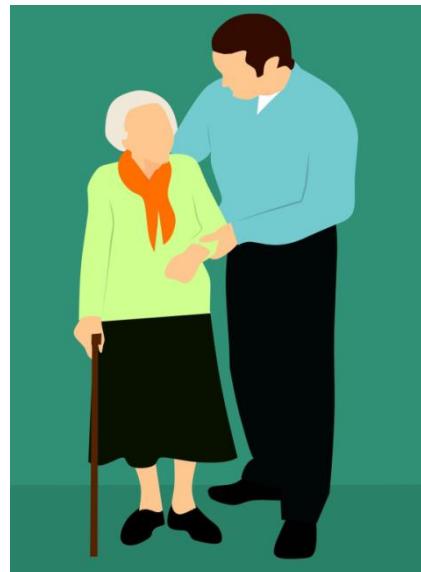
Discuss with your family and household members where to meet if you have to evacuate your building and cannot return.

1. Identify two places to meet: one near your home and one outside your neighborhood.
2. Designate an out-of-area friend or relative who household members can call if separated during a disaster. Long-distance calls may be easier to make than local calls. This out-of-area contact can help you communicate with others.

#### **2. PEOPLE WHO NEED ASSISTANCE**

##### **A. If you need help**

1. If you will have difficulty leaving the building (or going elsewhere once you are out of the building) without assistance, make a plan in advance and identify people who could help you.
  - If you live alone, or your household members work or are not capable of assisting you, consider asking neighbors to help you down the stairs (in case of fire or power failure). Keep their telephone numbers and other contact information handy.
  - If you rely on the elevator for evacuation, ask the building owner or manager if they will notify you in advance before they take the elevator out of service during an emergency (or for maintenance in normal circumstances).
  - If your building has staff, ask your building owner or manager if the staff can alert emergency responders and/or assist you, if possible.
  - Take into consideration the factors outlined in Section 6(A)(2) Evacuation Assistance.
2. Keep a whistle in your apartment or bang pots together in case you need to signal to neighbors or others that you need assistance.
3. Prepare and have ready a written note explaining your communication needs if you will need assistance understanding others or others will need assistance understanding you. If you communicate in writing, purchase and keep a portable white board, chalk board or other personal communications device.
4. If you use a scooter or wheelchair, know the size and weight of your device, and whether it is collapsible, to assist in making transportation arrangements.



##### **B. If you can provide help**

1. Be a caring neighbor. During an emergency, if safe to do so, check on neighbors who may need assistance, especially seniors and persons with disabilities, who may need to be warned.

2. If you can safely do so and are physically able, assist a neighbor in evacuating a building. Do not use elevators during a fire. See Section 6(A), Evacuation Assistance.
3. When providing assistance, listen carefully to what your neighbor has to say about how they should be lifted or moved.

### **3. READINESS SUPPLIES (FOR HOME EMERGENCIES AND YOUR GO BAG)**

#### **A. Home Emergency Supply Kit**

Keep enough supplies in your home to survive for up to seven days. Below are suggested items to keep in an easily accessible container (replace expired items from time to time):

- ✓ One gallon of drinking water per person per day
- ✓ Nonperishable, ready-to-eat canned foods and manual can opener
- ✓ First aid kit
- ✓ Flashlight
- ✓ Battery-operated AM/FM radio and extra batteries
- ✓ Whistle to signal for help from neighbors
- ✓ Personal hygiene items: soap, feminine hygiene products, toothbrush, toothpaste, etc.
- ✓ Cell phone charging cord and portable battery pack
- ✓ Child care supplies or other special care items
- ✓ Pet food and supplies
- ✓ At least a week's supply of any medication or medical supplies you use regularly
- ✓ Spare eyeglasses or contact lens supplies
- ✓ Extra batteries for hearing aids
- ✓ Back-up equipment or extra supplies for any other home medical or communication devices



#### **B. Go Bag**

Your Go Bag should be sturdy and easy to carry, like a backpack or a small suitcase on wheels. You'll need to customize your Go Bag for your personal needs, but some of the important things you need in your Go Bag include:

- ✓ Copies of your important documents in a waterproof and portable container (insurance cards, birth certificates, deeds, photo IDs, proof of address, etc.)
- ✓ Extra set of car and house keys
- ✓ Copies of credit/ATM cards
- ✓ Cash (in small bills)
- ✓ Bottled water and nonperishable food, such as energy or granola bars
- ✓ Flashlight



- ✓ Battery-operated AM/FM radio
- ✓ Extra batteries/chargers
- ✓ Medical items, including:
  - First-aid kit
  - At least a week's supply of any medication or medical supplies you use regularly
  - Medical insurance, Medicare and Medicaid cards
  - A list of medications (and dosages)
  - Names of physicians and contact information
  - Information about medical conditions, allergies and medical equipment.
- ✓ Toiletries
- ✓ Notepad and pen
- ✓ Contact and meeting place information for your household
- ✓ Lightweight raingear and blanket
- ✓ Items to comfort or distract you, such as a book or deck of cards
- ✓ Child care supplies, including games and small toys.
- ✓ For pets and service animals:
  - A current color photograph of your pet or service animal (or even better, one of you together, in case you are separated)
  - Name of veterinarian and contact information
  - Ownership, registration, microchip and vaccination information.
  - Food and water dishes
  - Leash and (if needed) muzzle
  - Cotton sheet to place over carrier to help keep your pet or service animal calm
  - Plastic bags for clean-up

#### **4. HOME SAFETY AND FIRE PREVENTION**

- Home Safety Devices
- Safe Home Heating
- Fire Prevention Tips
- Extinguishing Small Fires

You can prevent a fire or other emergency by making sure your home is protected by working home safety devices, by heating your home safely, and by preventing fires before they start.

##### **A. Home Safety Devices**

###### **1. Smoke and carbon monoxide alarms**

- Make sure you have smoke alarms (also called smoke detectors) and carbon monoxide alarms in your apartment. New York City law requires landlords and other owners to install smoke and carbon monoxide alarms within 15 feet of the entrance to each sleeping room and in the basement. (New buildings must also have one within each sleeping room.)
- Combined smoke/carbon monoxide alarms may be used.



- Make sure the alarms are still working. Tenants are responsible for maintaining the smoke and carbon monoxide alarms in their apartments.
- Test the devices at least once a month by pressing the test button.
- Newer models are powered by electricity or have a built-in 10-year battery.
- Older models have removable batteries. Replace the batteries at least twice a year (when you change the clocks in the spring and fall is a good time). Replace the battery right away if the alarm makes a sound that indicates that the battery is low.
- Smoke and carbon monoxide alarms must be replaced in accordance with the manufacturer's recommendation, but at least once every 10 years.

**2. Assistive devices**

- If you or a member of your household is deaf or has limited hearing, consult with the building owner or manager regarding installation of smoke/carbon monoxide detector devices that activate a visual (strobe) or tactile (vibration) alert.
- For more information, see Section 7, Emergency Preparedness Resources.

**B. Safe Home Heating**

1. Call 311 (for Video Relay Service: 212-639-9675; TTY: 212-504-4115) for a fire inspection if you are unsure your heat source is safe.
2. If you need a portable heater, only use portable electrical heaters approved for indoor use (with enclosed heating elements). Do NOT use your stove or oven to heat your apartment. Do NOT use kerosene or propane heaters, which are dangerous and illegal for indoor use in New York City.
3. Check the power current required to operate the portable heater. Make sure that it can safely operate on a standard household electrical circuit. See Section 4(C), Fire Prevention Tips.
4. Check the heater from time to time when it is on, and turn it off when you leave the apartment or when you go to sleep. Never leave children alone in a room when a portable space heater is on.
5. Keep all household materials that can catch on fire, including furniture, drapes, carpeting and paper, at least three feet away from the heat source. Never drape clothes over a space heater to dry.

**C. Fire Prevention Tips**

1. Discarded, accidentally left lit and carelessly handled cigarettes are the leading cause of fire deaths. Never smoke in bed or when you are drowsy, and be especially careful when smoking on a sofa or other upholstered furniture. Be sure that you completely extinguish every cigarette in an ashtray that is deep and won't tip over. Never leave a lit or smoldering cigarette on furniture.
2. Matches and lighters can be deadly in the hands of children. Store them out of reach of children and teach them about the danger of fire.

3. Do not leave cooking unattended. Keep stove tops clean and free of items that can catch on fire. Before you go to bed, check your kitchen to ensure that your stove and oven are off.
4. Monitor coffee pots, hot plates and other electrical devices with heating elements. Don't leave them on when not needed. Make sure to turn them off at night or when no one is home.
5. Never plug too many devices into electrical outlets. Most household outlets provide 15 amperes of electrical current, except outlets designated for large household appliances or air conditioners. Do not operate household equipment, including microwaves, toasters, coffee pots, hot plates and other devices that use a significant amount of current on the same electrical outlet without first checking the amount of current they use.
6. Replace any electrical cord that is cracked or frayed. Never run extension cords under rugs. Use only power strips with circuit-breakers.
7. Keep all doorways, and all windows leading to fire escapes, free of obstructions.
8. Report to the building owner or manager any obstructions or accumulations of rubbish in the hallways, stairwells, fire escapes or other means of egress.
9. Window gates should be installed only when absolutely necessary for security reasons. Install only Fire Department-approved window gates.
  - Do not install window gates with key or combination locks. A delay in finding or using the key or combination could cost lives.
  - Familiarize yourself and the members of your household with the operation of the window gate.
  - Maintain the window gate's operating mechanism so it opens smoothly. Don't place any furniture or personal items where they would prevent the window gates from opening.
10. Familiarize yourself and members of your household with the location of all building stairwells, fire escapes and exits and the route to get to them.
11. With the members of your household, prepare an emergency escape route to use in the event of a fire in the building. Choose a meeting place a safe distance from your building where you should all meet in case you get separated during a fire.
12. Exercise care in the use and placement of fresh cut decorative greens, including Christmas trees and holiday wreaths. If possible, keep them planted or in water. Do not place them in public hallways or where they might block egress from your apartment if they catch on fire. Keep them away from any flame, including candles and fireplaces. Do not keep for extended period of time; as they dry, decorative greens become easily combustible.
13. Never use a propane, charcoal or other portable grill indoors.
14. Decorative fireplaces that use liquid alcohol or other flammable liquid are a potential fire hazard. The liquid is easy to spill and quick to ignite. See Section 7, Emergency Preparedness Resources, for more information.

#### D. Extinguishing a Small Fire

1. You are not expected to put out a fire once it has spread. Instead:
  - Get everyone out of the apartment.
  - Leave immediately and close the apartment door behind you. (**This is very important.**)
  - Report the fire by calling 911 as soon as you reach a safe location. (If your building has a fire alarm system, use the manual pull station to activate the fire alarm as you leave the building.)
  - Notify any building staff.
2. For a fire that has not spread, you can use a portable fire extinguisher. Standard ABC-type (dry chemical) portable fire extinguishers are designed for household fires, except for stove-top fires. Cover the pan or pot and/or use a baking soda or wet portable fire extinguisher (labeled Class K) for stove-top grease/oil fires.
3. To use a portable fire extinguisher, remember P.A.S.S.:
  - Pull
  - Aim
  - Squeeze
  - Sweep



#### 5. KNOW YOUR BUILDING

Learn about your building's construction and types of fire protection systems. This will help you make informed decisions in the event of a fire or non-fire emergency in your building.

- Building construction: Is your building made of fireproof (non-combustible) material or non-fireproof (combustible) material?
- Building fire protection systems: Is your building protected by a sprinkler system? Does it have a fire alarm system or a building communications system?
- Getting out safely (means of egress): How can I get out of the building in case of emergency? Where do the stairwells and other exits leave me: on the street, in the lobby, in the rear yard or other location?

Review the Building Information Sheet you receive from your building owner. Owners of apartment buildings (three or more apartments) are required to prepare and distribute a Building Information Sheet and New York City Apartment Building Emergency Preparedness Guide to all residents and

building staff. They are also required to post an Emergency Preparedness Notice on the inside of your apartment entrance door, and in the lobby or common area.

#### **A. Building Construction**

1. **Non-Combustible Buildings**. A “non-combustible” or “fireproof” building is a building whose 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. In such buildings, fires are more likely to be contained in the apartment or part thereof in which they start and less likely to spread beyond the building walls to other apartments and floors.
  - THIS DOES NOT MEAN THAT A NON-COMBUSTIBLE BUILDING IS IMMUNE FROM 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 flame, heat and large amounts of smoke and carbon monoxide, which can travel throughout the building, especially if apartment or stairwell doors are left open.
2. **Combustible Buildings**. A “combustible” or “non-fireproof” building has a wood or other structure that will burn if exposed to fire. A fire that spreads from the burning contents of an apartment into the building walls can spread within the walls and endanger the entire building.



**Check the Building Information Sheet for your building to see whether it is combustible or non-combustible construction.**

#### **B. Fire Protection Systems**

Regardless of the type of construction it is, your building may be protected by fire protection systems that detect and/or help prevent fires, and provide early warning to building occupants.

1. **Fire Separations**. Most apartments have sheetrock walls and ceilings and fire-rated metal doors. Many buildings also have enclosed stairwells (enclosed within their own walls and doors). Sheetrock and fire-rated doors are “passive” fire protection systems designed to contain the fire for some amount of time, to allow the Fire Department to respond and extinguish the fire and rescue building occupants.
  - ALWAYS close the door to your apartment as you leave if there is a fire in the apartment. LEAVING THE APARTMENT DOOR OPEN WHEN THE APARTMENT IS ON FIRE ALLOWS THE FIRE TO SPREAD OUTSIDE OF THE APARTMENT.
  - NEVER block/chock open stairwell doors. Stairwell doors should be kept closed at all times.
2. **Sprinkler Systems**. A sprinkler system is designed to extinguish a fire by spraying water on it. A sprinkler head on the ceiling detects the heat of a fire and automatically releases the

water from the pipe in the ceiling. It also sounds an alarm at street level, or, in most newer buildings, transmits an alarm to a fire alarm company central monitoring station.

- Sprinklers are good at preventing a fire from spreading, but the fire may still generate a large quantity of smoke. Smoke spread can be life-threatening to other building occupants. Always close the apartment door as you leave.
- Apartment buildings constructed since 2000 generally are protected by a sprinkler system. Earlier buildings generally do not have a sprinkler system throughout the building. Some have partial sprinkler systems in open stairwells, compactor rooms or other areas.



3. **Emergency Voice Communication Systems**. Most high-rise apartment buildings constructed since 2009 that are taller than 12 stories or 125 feet are equipped with a building-wide emergency voice communication system that allows Fire Department personnel to make announcements in the stairwells and in each dwelling unit from a central location, usually the building lobby.
4. **Fire Alarm Systems**. All apartment buildings have smoke alarms and carbon monoxide alarms in individual apartments (see Home Safety Devices, Section 4(a) above). These alarms are not connected to a building fire alarm system and do not automatically notify a fire alarm company central station; they only sound in the apartment.

Some buildings have fire alarm systems, but they may be limited in the areas they cover and may not activate an alarm throughout the building.

- Most apartment buildings built since 2009 have a building fire alarm system, but it is limited to smoke detection in mechanical and electrical rooms. Any alarm in those rooms is automatically transmitted to a fire alarm company central monitoring station, which notifies the Fire Department.
- Some older buildings have an interior fire alarm system with loudspeakers designed to warn building occupants of a fire in the building and manual pull stations that can be used to activate the fire alarm system. The manual pull stations are usually located near the main entrance and by each stairwell door. The manual pull stations generally do not automatically transmit a signal to a fire alarm company central monitoring station.

If you see or hear any of these devices sound an alarm, call 911. Do not assume that the Fire Department has been notified.

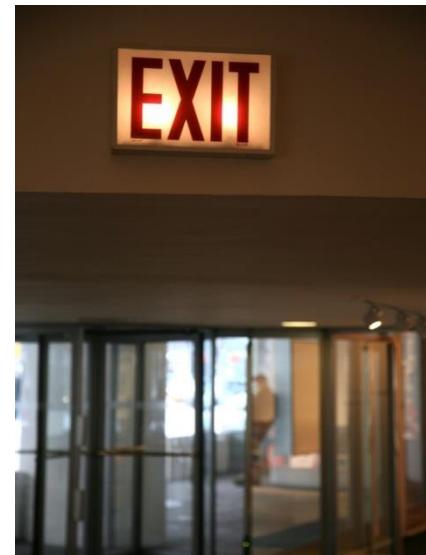
5. **Public Address Systems**. Although generally not required, some residential buildings are equipped with public address systems that enable voice communications from a central location, usually the building lobby. Public address systems are different from building intercoms, and usually consist of loudspeakers in building hallways and/or stairwells.

**Check the Building Information Sheet for your building to see whether there is a sprinkler system, fire alarm system, emergency voice communication system or public address system in your building.**

### C. Getting Out Safely (Means of Egress)

Almost all residential apartment buildings have at least two means of egress (way of exiting the building). There are several different types of egress:

1. Interior Stairs. All buildings have stairs leading to the street level. These stairs may be enclosed or unenclosed.
  - Enclosed stairwells are more likely to allow safe egress from the building, if the doors are kept closed.
  - Unenclosed stairs do not prevent the spread of flame, heat and smoke. Flames, heat and smoke from a fire will rise up the stairs and prevent safe egress down the stairs from floors above the fire.
2. Exterior Stairs. Some buildings provide access to the apartments by means of outdoor stairs and corridors. The fact that they are outdoors and do not trap heat and smoke enhance their safety in the event of a fire, provided that they are not obstructed.
3. Fire Tower Stairs. These are generally enclosed stairwells in a “tower” separated from the building by air shafts open to the outside. The open air shafts allow the heat and smoke to escape, keeping the stairwell safe.
4. Fire Escapes. Older buildings may have a fire escape on the outside of the building, which is accessed through a window or balcony. Fire escapes should be used only if the primary means of egress from the building (stairwells) have become unsafe because they are obstructed by flame, heat or smoke.
5. Exits. Almost all buildings have more than one exit to the outdoors. In addition to the main entrance to the building, there may be side exits, rear exits, basement exits, and exits to the street from stairwells. You should know which exits lead to the street or other safe place, and how to get to them from your apartment.
  - Some of these exits may have alarms and should only be used in an emergency.
  - Roof access doors are not exits and may or may not allow access to adjoining buildings. Roofs are dangerous places, especially at night or in a fire. They usually have limited or no lighting and often have tripping hazards and unprotected drop-offs. Do not use roof access as an exit except as a last resort and only if there is safe access to an adjoining building.



**Check the Building Information Sheet for your building to see the different means of egress from your building and where they exit the building.**

#### **D. Apartment Identification and Fire Emergency Markings**

All apartments are required to have the apartment number clearly marked at eye level on the main entrance door to the apartment, in the building corridor. This will help the Fire Department and other first responders quickly locate your apartment in an emergency.

In addition, many apartment buildings are now required to post or mark the apartment number on the door jamb, at floor level. These reflective or luminous “fire emergency markings” will help the Fire Department locate your apartment during a fire or smoke condition when the eye-level door numbers are not visible. All duplex and other multi-floor apartments, and all apartment buildings that are not protected by a sprinkler system and have more than 8 apartments on a floor, are required to install the fire emergency markings on apartment and stairwell door jambs. For more information, see Section 7, Emergency Preparedness Resources.

**Make sure your apartment number is on your apartment door. Check whether fire emergency markings are required in your apartment building.**

### **6. WHAT TO DO IN A FIRE OR NON-FIRE EMERGENCY**

#### **A. Fires**

In the event of a fire, follow the directions of Fire Department personnel. However, there may be emergency situations in which you may be required to decide on a course of action to protect yourself and the other members of your household before Fire Department personnel arrive on scene or can provide guidance.

##### **1. Emergency Fire Safety Instructions**

The instructions below are intended to assist you in selecting the safest course of action. Please note that no instruction can account for all of the possible factors and changing conditions; you will have to decide for yourself what is the safest course of action under the circumstances.

- Stay calm. Do not panic. Notify the Fire Department as soon as possible. Firefighters will be on the scene of a fire within minutes of receiving an alarm.
- Because flame, heat and smoke rise, generally a fire on a floor below your apartment presents a greater threat to your safety than a fire on a floor above your apartment.
- Do not overestimate your ability to put out a fire. Most fires cannot be easily or safely extinguished. Do not attempt to put the fire out once it begins to quickly spread. If you attempt to put a fire out, make sure you have a clear path of retreat from the room.
- If you decide to exit the building during a fire, close all doors as you exit to confine the fire. NEVER USE THE ELEVATOR. It could stop between floors or take you to where the fire is, and can become filled with smoke or heat.
- Heat, smoke and gases emitted by burning materials can quickly choke you. If you are caught in a heavy smoke condition, get down on the floor and crawl, keeping your head close to the floor. Take short breaths, breathing through your nose.
- If your clothes catch fire, don't run. Stop where you are, drop to the ground, cover your face with your hands to protect your face and lungs and roll over to smother the flames.

**If the fire is in your apartment:**

- Close the door to the room where the fire is, and leave the apartment.
- Make sure EVERYONE leaves the apartment with you.
- Take your keys.
- Close, but do not lock, the apartment door.
- Use the nearest stairwell that is free of smoke to exit the building.
- DO NOT USE THE ELEVATOR.
- Call 911 as soon as you reach a safe location. Do not assume the fire has been reported unless firefighters are on the scene.
- Meet the members of your household at a predetermined location outside the building. Notify responding firefighters if anyone is unaccounted for.

**If the fire is not in your apartment (in NON-COMBUSTIBLE OR FIREPROOF BUILDINGS):**

- Stay inside your apartment (shelter in place) and listen for instructions from firefighters unless conditions become dangerous.
- If you must exit your apartment, first feel the apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
- If you can safely exit your apartment, follow the instructions above for a fire in your apartment.
- If you cannot safely exit your apartment or building, call 911 and tell them your address, floor, apartment number and the number of people in your apartment.
- Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
- Open windows a few inches at top and bottom unless flames and smoke are coming from below. Do not break any windows.
- If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
- If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the smoke, heat or fire.

**If the fire is not in your apartment (in COMBUSTIBLE OR NON-FIREPROOF BUILDINGS):**

- Feel your apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
- Exit your apartment and building if you can safely do so, following the instructions above for a fire in your apartment.
- Alert people on your floor by knocking on their doors on your way to the exit.
- If the hallway or stairwell(s) are not safe because of smoke, heat or fire and you have access to a fire escape; use it to exit the building. Proceed cautiously on the fire escape and always carry or hold onto small children.
- If you cannot use the stairs or fire escape, call 911 and tell them your address, floor, apartment number and the number of people in your apartment.
- Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings with plastic and duct tape where smoke may enter.
- Open windows a few inches at top and bottom unless flames and smoke are coming from below. Do not break any windows.
- If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet or blow on a whistle to attract the attention of firefighters.

- If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the smoke, heat or fire.
2. Evacuation Assistance

If you will need assistance in evacuating the building, you should develop a plan in advance and arrange a network of supports to be sure that you will be able to get out. For more information, see Section 2, Persons Who Need Assistance.

In developing your plan, take the following factors into consideration:

- The most common problem in evacuating is inability to walk or difficulty walking. Elevators can be used to evacuate the building in most emergencies, but not during a fire or power outage.
- Relocating within the building below the fire floor or non-fire emergency may be sufficient to protect you from harm.
- If you use a wheelchair, scooter or other motorized device, consider keeping a lightweight travel wheelchair or evacuation chair in your apartment to make it easier for others to assist you when the elevator can't be used. Show how it works to those who will be helping you.
- Carrying a person down flights of stairs is difficult, at best. If you and those who may be helping you think it can be done, educate yourselves as to different ways persons can be carried. For more information, see Section 7, Emergency Preparedness Resources.

As a last resort, if you are unable to evacuate, retreat to the safest area from the fire or other emergency. This could be your apartment, a neighbor's apartment, or the stairwell itself. Some newer buildings may have a room near the stairwell designed as a shelter and equipped with a telephone. Call 911 (or have others call 911) to report your situation.

## B. Medical Emergencies

Take a moment to plan ahead for a medical emergency. What should you do if you, a member of your family or a neighbor experience a medical condition that requires emergency ambulance transport to a hospital?

Familiarize yourself with the warning signs of a medical emergency and the information the 911 operator will ask you to provide. Keep handy the phone numbers of someone you can call to meet emergency responders and escort them directly to the patient.

### 1. Warning signs. The following are warning signs of a medical emergency:

- Burns or smoke inhalation
- Bleeding that will not stop
- Breathing problems, such as difficulty breathing or shortness of breath
- Change in mental status, such as unusual behavior, confusion, difficulty in waking
- Chest pain

- Choking
  - Coughing up or vomiting blood
  - Fainting or loss of consciousness
  - Feeling of committing suicide or murder
  - Head or spine injury
  - Severe or persistent vomiting
  - Sudden, severe pain anywhere in the body
  - Sudden dizziness, weakness, or change in vision
  - Swallowing a poisonous substance
  - Upper abdominal pain
2. Call 911. Should you or a member of your household experience any of the above symptoms, immediately call 911. Be ready to provide the following information to the 911 operator:
- The address of the building, including the nearest cross-street and apartment number.
  - The best building entrance to use to get to where you are.
  - The number of persons who are ill and your exact location inside or outside of the building.
  - Your chief complaint and/or present condition (e.g. bleeding, breathing/not breathing, conscious/unconscious, etc.).
  - Any disability of which emergency responders should be aware, such as hearing loss, blind or limited vision, or a cognitive disability that will affect the emergency responders ability to communicate with you.
  - Have a family/household member stay with you.
3. Notify Building Staff. After calling 911, notify building staff that you have called 911 for an ambulance. Ask them to meet the emergency responders, let them into the building and assist them in finding your apartment. If you do not have or cannot reach building staff, ask a family member or neighbor to meet and assist the emergency responders.

## C. Utility Emergencies

Utility disruptions include power outages, carbon dioxide releases, gas leaks and water leaks. They can affect a single apartment, building or block or the entire city.

### 1. Power Outages

Advance preparation:

- Keep flashlights and spare batteries in your apartment.
- Avoid the use of candles, which can start a fire. For more information about the safe use of candles, see Section 7, Emergency Preparedness Resources.
- If you rely on medical equipment that requires electric power, look into obtaining a back-up power source. Ask your utility company whether your medical equipment qualifies you to be listed as a life-sustaining equipment (LSE) customer who will be contacted in the event of power emergency. See Section 7, Emergency Preparedness Resources.
- Keep your cell phone charged. If you have a battery pack, keep it fully charged as well.

At time of the power disruption:

- Call your utility company immediately to report the outage. See Section 7, Emergency Preparedness Resources.
- Turn off all appliances that will turn on automatically when service is restored, to avoid a power surge that can damage your electrical circuits and appliances.
- Keep refrigerator and freezer doors closed as much as possible to avoid spoilage.
- Do not use generators indoors. They can create dangerous levels of carbon monoxide.
- Do not use propane or kerosene heaters or grills indoors.

## 2. Carbon Monoxide Release

Carbon monoxide (CO) is a colorless, odorless gas produced by fuel-burning appliances and equipment (such as stoves, furnaces and hot water heaters), fireplaces and vehicle exhaust pipes. The carbon monoxide generated by these appliances should be released outdoors through a chimney, vent pipe or other means. A blocked or cracked chimney or vent pipe can allow carbon monoxide to enter the building, sometimes many floors from the source.

Symptoms of carbon monoxide poisoning are flu-like. They may include headache, dizziness, fatigue, chest pain, vomiting. If not promptly addressed, it can cause death.

IF YOU SUSPECT CARBON MONOXIDE POISONING:

- Open windows.
- Evacuate the building.
- Call 911 as soon as you reach a safe location.
- Call your local utility company.

## 3. Gas Leaks

Many apartments use piped natural gas from the utility company for cooking and clothes drying. Natural gas is flammable and explosive. If it leaks and collects in an apartment or room, a spark can ignite it, causing an explosion and a fire.

Piped natural gas is given a distinctive, “rotten eggs” smell by the utility company. If you smell natural gas:

- Do not operate any light switches or electrical devices in the apartment, including your cell phone. Any spark could cause a fire.
- Do not smoke and immediately extinguish any smoking materials.
- Evacuate the building, taking all members of your family/household.
- Call 911 to report the emergency when outdoors.
- For more information about building explosions, see Section 6(F).

#### 4. Water Leaks or Interruptions

Water leaking into electrical wiring can cause a fire.

- If water is leaking into your apartment (or from your apartment to others), immediately arrange for repairs or notify the building owner or manager to do so (as applicable).
- If water is entering electrical wiring in the ceiling or walls, call 911.
- If you have no water or very low water pressure, report the condition to 311 (for Video Relay Service: 212-639-9675; TTY: 212-504-4115).
- If you have a concern about drinking water quality, report the condition to 311. Monitor Notify NYC or local radio and TV stations for official guidance as to a widespread drinking water emergency.
- If you see water coming up from the ground or roadway, or suspect a water main break, call 311 (for Video Relay Service: 212-639-9675; TTY: 212-504-4115).

### D. Weather Emergencies

#### 1. Extreme Heat

During a heat wave your apartment may be unsafe if it is not air conditioned. Infants, the elderly and the ill are particularly vulnerable to the effects of extreme heat.

Monitor Notify NYC and local radio and TV stations for extreme heat warnings.

IN AN EXTREME HEAT EMERGENCY:

- With the approval of the building owner, purchase and install one or more air conditioners. Only install air conditioners if the apartment's electrical wiring can provide adequate power. Make sure that the air conditioners that you purchase do not require more power than your apartment's electrical wiring can provide. Air conditioners should be installed by a trained and knowledgeable person to make sure that they are securely affixed to the building and do not endanger others below.
- Spend as much time as possible, especially during the day, in an air conditioned place. This could be a friend or neighbor's apartment, a restaurant or store, or a cooling center.
- During heat emergencies, New York City operates cooling centers in air-conditioned public facilities. Public pools may also be available. Call 311 (for Video Relay Service: 212-639-9675; TTY: 212-504-4115) or access [NYC.gov/emergencymanagement](http://NYC.gov/emergencymanagement) during a heat emergency to find a local cooling center or pool.
- Avoid strenuous activity.
- Drink plenty of water. Avoid alcohol and caffeinated beverages.
- Conserve power: if you have an air conditioner, set it no lower than 78 degrees during a heat wave when you are in your apartment, and turn off nonessential appliances.

## 2. Blizzards and Other Winter Weather Storms

The public is generally advised to shelter in place in their homes during a winter weather storm. Apartment buildings usually provide a safe environment during storms and persons can remain indoors for several days if necessary if they make adequate provision for food and other supplies.

## 3. Heavy Rain, Coastal Storms and Hurricanes

In some extreme weather emergencies, such as hurricanes, the City may order evacuations in areas. If you live in a high rise building, especially on the 10th floor or above, stay away from windows in case they break or shatter, or move to a lower floor.

Advance preparation:

- Before a coastal storm or hurricane, find out if you live in one of New York City's hurricane evacuation zones. See Section 7, Emergency Preparedness Resources, or NYC.gov/knowyourzone.
- Prepare your home. Secure outdoor objects, close windows and exterior doors securely, move valuable items to upper floors, and top off your generator with fuel.
- Have your Go Bag ready.
- Know where you will go in the event an evacuation order is issued. Stay with family or friends or call 311 for information before, during or after the storm.
- If ordered to evacuate, do so as directed. Use public transportation if possible. Keep in mind that public transportation may shut down several hours before the storm arrives.
- If you need to use the elevator to evacuate and are in an evacuation zone, be sure to evacuate before elevator service is discontinued to protect the elevators from flooding. Building owners are required to post signs in the building lobby or common area in advance (if possible) of a weather emergency if they will be discontinuing elevator service. Advance notification of the building owner/management may help ensure you receive appropriate notification. See Section 2, People Needing Assistance.
- Be prepared for a power interruption by charging your cell phone and other portable devices and adjust the refrigerator setting to a colder temperature.



During the storm:

- Stay indoors. If you live in a basement apartment, be prepared to move to a higher floor during periods of heavy rain.
- Call 911 if you have a medical emergency or are in danger from physical damage to your building or apartment, but be aware that an emergency response may be delayed or unavailable during the storm.
- If you are trapped inside by rising waters, move to a higher floor, but don't retreat into an enclosed attic unless you have a saw or other tool to cut a hole in the roof if necessary. Call 911 and report your situation. Wait for help. Do NOT try to swim to safety. Do not enter a building if it is surrounded by floodwaters.
- Stay away from downed power lines. Water conducts electricity.

#### 4. Earthquakes

Although earthquakes are not common in the New York City area, earthquakes can and have affected our area, and apartment building residents and staff should be prepared.

Depending on its location, even a small earthquake can cause buildings to shake, physically damage buildings (including cracks in walls), and cause objects to move or fall from shelves.

During an earthquake, “drop, cover and hold on”:

- Take cover under a sturdy piece of furniture (such as a table) and hold on.
- If you cannot take cover under a piece of furniture, take cover in a corner next to an inside (interior) wall.
- Drop to the floor.
- Cover your head and neck with your arms.
- If you use a wheelchair, take cover in a doorway or next to an interior wall and lock the wheels. Remove from the wheelchair any equipment that is not securely affixed to it. Cover yourself with whatever is available to protect yourself from falling objects.
- If you are unable to move from a bed or chair, protect yourself from falling objects with blankets or pillows.
- If you are outdoors, go to an open area away from trees, utility poles and buildings.
- Stay where you are until the shaking stops.

Be aware that there may be aftershocks, additional earthquake vibrations which often follow an earthquake.

#### 5. Tornados

Although not common in the New York City area, a number of tornados (and microbursts, a similar wind condition) have touched down in New York City in recent years.

In the event of a tornado alert:

- If a tornado is approaching your neighborhood, immediately go to the basement of your building. If your building has no basement, go to the lowest floor of the building.
- Stay next to the wall in an interior room or area away from windows until the tornado has passed.

- Avoid interior spaces with roofs that span a large open space, such as atriums and auditoriums.
- If there is no suitable place to shelter in your building, evacuate your building for a safer location, but only if there is sufficient time to get there.

## **E. Hazardous Materials Emergencies**

### **1. Chemical**

A hazardous materials emergency can result from an accident, such as an overturned truck or an explosion in a factory, or as a result of criminal activity, such as a terrorist attack.

If the chemical is being dispersed through the air, every effort should be made to avoid breathing it in.

During the emergency:

- Shelter in place. Generally, it is safest to shelter in place in your apartment.
- Turn off all air conditioners and ventilation systems, close windows and seal up all ventilation grilles and other openings that will allow outside air to enter into your apartment.
- Monitor Notify NYC and local radio and TV stations for additional information.

If you are near the area of the chemical release or it has entered your apartment:

- Cover your nose, mouth and as much of your skin as possible.
- Evacuate your apartment and building if it is safe to do so. If not, move to an interior room, such as a bathroom and seal up the windows and doors.

Once the emergency has been resolved, if you have been exposed to, or contaminated by, the chemical:

- Listen for instructions from public authorities and/or first responders.
- Decontaminate yourself as soon as you reach a clean area. Obtain medical assistance if needed.

Monitor Notify NYC for guidance if the hazardous materials release affects the water or food supply.

### **2. Radiological Dispersal Device (RDD)**

Radiological dispersal devices (RDDs) use conventional explosives with radioactive material. RDDs are not capable of creating a nuclear explosion: they are not nuclear weapons. They are meant to cause panic and disrupt daily life.

RDDs can cover a wide area with dangerous radioactive material. Radioactive material dispersed from an RDD can settle like dust on your clothing, your body, and other objects.

If you are outside, immediately take shelter in the nearest safe building and monitor Notify NYC (and local radio and TV stations, if available) for additional information and instructions.

If you or your family are near the location of a confirmed RDD explosion, follow the steps below to reduce any potential radiation exposure. Do not go to a hospital unless you have a medical emergency.

- Take off your outer layer of clothing and your shoes. This can remove up to 90% of any radioactive material. Do not shake or brush off the dust.
- Seal the clothing and shoes you were wearing in a plastic bag or other container and keep them away from people and pets, but do not place them in the garbage.
- Gently blow your nose and wipe your eyes and ears with a clean wet cloth.
- Take a shower with plenty of soap. Wash from your head down. Avoid scratching your skin. Wash your hair using shampoo only. Do not use conditioner because it may cause radioactive material to stick to your hair and skin.
- If you cannot shower, use a dry or wet cloth or wipe to clean skin that was uncovered, including your face and hands. Seal the used cloth or wipes in a bag or container like you did with your contaminated clothes.
- Put on whatever clothing and shoes you have that are not contaminated with dust. If necessary, borrow clothes from a neighbor.
- All personal devices and equipment that may have been exposed to radioactive material, especially wheelchairs and other mobility equipment, should be wiped down with a damp cloth or wipe. Make sure to clean the wheels. Wash your hands afterwards.
- Decontaminate pets and service animals by washing and shampooing them. It is not necessary to shave their fur.

#### **F. Building Explosions/Collapse**

The most common reason for a building explosion is a gas leak. See Section 6(C)(3), Gas Leaks.

Building explosions can also result from malfunctioning equipment or criminal activity.

Explosions can cause buildings, or portions of buildings, to collapse. Building collapses also result from unlawful or improperly performed alterations to the building structure.

Buildings of noncombustible construction (with concrete or steel structures) are less likely to collapse, except in extraordinary circumstances.



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If there is an explosion in your apartment building:

- Attempt to determine the severity of the damage to the building (such as collapsed or cracked ceilings or walls, clouds of dust, or strong smell of gas) and whether you are in immediate danger.
- If conditions allow, evacuate the building as quickly and calmly as possible.
- Call 911 as soon as you are in a safe location.
- If you cannot safely evacuate or you are not certain it is safe to evacuate, call 911 and follow the instructions they provide.

- If there is a possibility of a collapse of walls or ceilings, take cover under a sturdy piece of furniture (such as a table).

If there is a collapse in your building and you are trapped by debris:

- Cover your nose and mouth with a dry cloth or clothing.
- Move around as little as possible to avoid generating dust, which may be harmful and make it difficult to breathe.
- Tap on a pipe or wall so rescuers can hear where you are. Use a whistle if one is available.

## **G. Terrorism**

A terrorist's primary objective is to create fear. With accurate information and basic emergency preparedness, you can fight back. Visit PlanNowNYC, a website developed by NYC Emergency Management and the City's other emergency response agencies to help New Yorkers prepare for terrorist attacks. See Section 7, Emergency Preparedness Resources.

### **1. Know the Facts and Be Responsible**

- Keep in mind that terrorism can take many different forms. By preparing for the fire and non-fire emergencies addressed above, you will also be preparing for terrorist attacks.
- Know the facts of a situation and think critically. Confirm reports using a variety of reliable sources of information, such as the government or media. Do not spread rumors.
- Do not accept packages from strangers, and do not leave luggage or bags unattended in public areas such as the subway.
- If you receive a suspicious package or envelope, do not touch it. Call 911 and alert City officials. If you have handled the package, wash your hands with soap and water immediately. Read the US Postal Service's tips for identifying suspicious packages. For more information, see Section 7, Emergency Preparedness Resources.

### **2. Active Shooter Emergencies**

In an active shooter emergency, one or more armed individuals enter a building or other place with the intention of shooting multiple persons, typically at random.

Active shooter incidents are generally associated with public buildings and places, not apartment buildings. However, an active shooter emergency could occur in or around your apartment building, or where you work, shop, or spend recreational time. It is important that you understand how to respond to such emergencies.

DURING AN ACTIVE SHOOTER EMERGENCY, IT IS RECOMMENDED THAT YOU:

1. Avoid (Run). Get away from the shooter, if you can. Leave your personal belongings behind.
2. Barricade (Hide). If you can't safely leave the area, go into an apartment or other room. Lock the door and/or block it with large, heavy objects to make entry difficult. Hide behind a large, solid item if possible, in case shots are fired through the door or wall. Turn off any source of noise and remain still and quiet. Put your cell phone and other devices on silent, not vibrate.
3. Confront (Fight). If you and others cannot safely leave the area and there is nowhere to hide, or the shooter enters your apartment or hiding place, use whatever you can to defend yourself. Coordinate your actions with others, if possible. Commit to your actions and act aggressively. Improvise weapons and throw items. Yell.
4. Call 911 as soon as it is safe to do so.



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Law enforcement personnel responding to an active shooter incident will be focused on identifying and neutralizing the shooter(s). Law enforcement officers will be looking at the hands of all persons they encounter, both to identify the shooter and for their own safety.

1. Keep your hands empty and above your head. Do not carry any items that could be confused with a weapon or a dangerous device.
2. Do not act in a manner that may cause a law enforcement officer to view you as a threat. Do not make any sudden movements. Keep your distance. Do not run towards law enforcement officers or grab them.
3. The law enforcement personnel you first encounter may not be designated to render medical assistance. If possible, proceed to a more secure area before requesting assistance.
4. You may not be allowed to immediately leave the scene of the incident. Be prepared to be detained for questioning.

## **7. EMERGENCY PREPAREDNESS RESOURCES**

### **Emergency Preparedness Basics**

Notify NYC: Sign up for Notify NYC to receive notifications by going to [NYC.gov/NotifyNYC](http://NYC.gov/NotifyNYC), follow @NotifyNYC on Twitter, contact 311, or get the free app for your Apple or Android device.

Ready New York (NYC Emergency Management): The Ready New York guides offer tips and information for all types of emergencies. The information in these guides is available in multiple languages and in audio format:

<http://www1.nyc.gov/site/em/ready/guides-resources.page>

Reduce Your Risk Guide (NYC Emergency Management): This guide outlines steps property owners can take to prepare through hazard mitigation — cost-effective and sustained actions taken to reduce the long-term risk to human life or property from hazards:

[http://www1.nyc.gov/site/em/ready/guides-resources.page#reduce\\_your\\_risk](http://www1.nyc.gov/site/em/ready/guides-resources.page#reduce_your_risk)

Information for Apartment Dwellers (NYC Department of Housing Preservation and Development (HPD)): HPD's website discusses how apartment renters can prepare for and respond to weather emergencies, natural disasters, hazards, and power outages. Their website also includes information on the legal obligation that landlords have to maintain habitable conditions in residential buildings, including following storm-related or other damage:

<https://www1.nyc.gov/site/hpd/services-and-information/disaster-response.page>

### **People Who Need Assistance**

People with Health Issues (NYC Department of Health & Mental Hygiene). The Health Department's website focuses on health emergencies but also covers how to prepare for any emergency if you have specific health issues such as persons on dialysis and persons with limited mobility:

<http://www1.nyc.gov/site/doh/health/emergency-preparedness/individuals-and-families-dme.page>

How to Register as a Life Sustaining Equipment Customer: Con Edison Special Services, 1-800-752-6633 (TTY: 800-642-2308) and website:

<https://www.coned.com/en/accounts-billing/payment-plans-assistance/special-services>

PSE&G Critical Care Program (Rockaways customers): 800-490-0025 (TTY: 631-755-6660) and website:

<https://www.psegliny.com/page.cfm/CustomerService/Special/CriticalCare>

National Grid NYC Customer Service (Brooklyn, Queens, and Staten Island customers): 718-643-4050 (or dial 711 for New York State Relay Service)

National Grid Long Island Customer Service (Rockaways customers): 800-930-5003.

NYC Well: For mental health information, a referral, or if you need to talk to someone, call NYC Well, New York City's confidential, 24-hour Mental Health Hotline: 888-NYC-WELL (1-888-692-9355) or website:

<https://nycwell.cityofnewyork.us/en/>

## **Home Safety and Fire Prevention**

### **Home Safety:**

Smoke Alarms and Carbon Monoxide Detectors (NYC Department of Housing Preservation and Development (HPD)): HPD's website has information about the legal obligations of landlords and tenants to install and maintain smoke alarms and carbon monoxide detectors:

<https://www1.nyc.gov/site/hpd/services-and-information/smoke-carbon-monoxide-detectors.page>

Fire Safety Publications (NYC Fire Department): The Fire Department has posted on its website fire safety information on more than 25 different topics, including smoke and carbon monoxide alarms:

<http://www1.nyc.gov/site/fdny/education/fire-and-life-safety/fire-life-safety.page>  
<http://www1.nyc.gov/site/fdny/education/fire-and-life-safety/fire-safety-educational-publications.page>  
<http://www.fdnysmart.org/>

Smoke Alarms (American Red Cross): The Red Cross's website has information about fire safety and smoke alarm installation. The agency and its partners will install a limited number of free smoke alarms for those who cannot afford to purchase smoke alarms or for those who are physically unable to install a smoke alarm. The Red Cross installs a limited number of specialized bedside alarms for individuals who are deaf or hard-of-hearing.

For general information: <https://www.redcross.org/sound-the-alarm>

For assistance with purchase or installation: <http://www.redcross.org/local/new-york/greater-new-york/home-fire-safety>

### **Fire Prevention**

Fire Safety Publications (NYC Fire Department): The Fire Department has posted on its website fire safety information on more than 25 different topics, including tips on residential fire safety, proper use of fire extinguishers, candle safety, and senior fire safety:

<http://www1.nyc.gov/site/fdny/education/fire-and-life-safety/fire-safety-educational-publications.page>

Fire Code Guide (NYC Fire Department). The Fire Department has posted guidance with respect to the fire safety requirements set forth in the New York City Fire Code and Fire Department rules, including candle safety and decorative alcohol-fueled fireplaces (Chapter 3), Christmas tree safety (Chapter 8), and prevention of electrical hazards (Chapter 6):

<https://www1.nyc.gov/site/fdny/codes/reference/reference.page>

## **Know Your Building**

Fire Safety Publications (NYC Fire Department): The Fire Department has posted on its website fire safety information on more than 25 different topics, including building construction:

<http://www1.nyc.gov/site/fdny/education/fire-and-life-safety/fire-safety-educational-publications.page>

Building Construction (FDNY Foundation): The FDNY Foundation is a not-for-profit that promotes fire safety education. Its website has information to help you know whether you live in a fireproof or non-fire proof building:

<http://www.fdnysmart.org/safetytips/fire-proof-or-non-fire-proof/>

Apartment Identification and Fire Emergency Markings (NYC Fire Department). For more information about apartment identification and fire emergency marking requirements, see NYC Fire Code Sections FC505.3 and FC505.4 and Fire Department rules 3 RCNY 505-01 and 505-02. The Fire Department has posted the Fire Code and rules on its website, together with a Fire Code Guide that includes (in Chapter 5) Frequently Asked Questions about these requirements. The link to this information is:

<https://www1.nyc.gov/site/fdny/codes/fire-code/fire-code.page>

<https://www1.nyc.gov/site/fdny/codes/fire-department-rules/fire-dept-rules.page>

<https://www1.nyc.gov/site/fdny/codes/reference/reference.page>

## **What To Do In A Fire or Non-Fire Emergency**

Evacuation Assistance: Lift and Carry Techniques (City of Los Angeles): The different ways one or two persons can carry someone, with sketches and instructions: <http://www.cert-la.com/downloads/liftcarry/Liftcarry.pdf>

[Evacuation Devices \(NYC Mayor's Office for People with Disabilities\): The City has posted information about stair chairs and other evacuation devices, including](#) considerations for purchasing an evacuation device for use in your building:

<http://www1.nyc.gov/site/mopd/resources/considerations-for-purchasing-an-evacuation-device-for-use-in-your-building.page>

Power Outages. Contact numbers to report power outages and other utility emergencies are as follows:

Utility Company Emergency Numbers:

Con Edison 24-hour hotline: 800-752-6633 (TTY: 800-642-2308)

National Grid 24-hour hotline: 800-465-1212

Suspicious Mail or Packages: The U.S. Postal Service has published information on how to protect yourself, your business, and your mailroom from a package that contains a bomb (explosive), radiological, biological, or chemical threat:

<http://about.usps.com/posters/pos84/welcome.htm>

## **Terrorism**

PlanNow NYC (NYC Emergency Management) is the City website that informs New Yorkers about potential terrorist actions and other emergencies. The interactive website is designed to engage New Yorkers about possible emergency scenarios, from an active shooter incident to a radiological, biological or chemical incident: <https://plannownyc.cityofnewyork.us/>

Run Hide Fight (City of Houston): The City of Houston has published a video about how the public should respond to an active shooter incident:

<https://www.youtube.com/watch?v=5VcSwejU2D0>

NYPD Shield (NYC Police Department): NYPD Shield is a Police Department program for building owners and other private sector businesses to counter terrorism through information sharing: <https://www.nypdshield.org/public/>

401-06 (10-25-21 w/cover)

RE: 245 East 35<sup>th</sup> Street  
New York, NY  
APT:

**Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards**

**Lead Warning Statement**

*Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.*

**Lessor's Disclosure**

(a) Presence of lead-based paint and/or lead-based paint hazards **Check (i) or (ii) below:**

(i) --- Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

---

(ii) --- Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the lessor (Check (i) or (ii) below):

(i) --- Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

---

(ii) --- Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

**Lessee's Acknowledgement (initial)**

c --- Lessee has received copies of all information listed above.

d --- Lessee has received the pamphlet *Protect Your family from Lead in Your Home*.

**Agent's Acknowledgement (initial)**

(e) --- Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

**Certification of Accuracy**

The following parties have reviewed the information above and certify, to the best of their knowledge that the information they have provided is true and accurate.

X \_\_\_\_\_ Date \_\_\_\_\_ X \_\_\_\_\_ Date \_\_\_\_\_  
Lessor: \_\_\_\_\_ Date \_\_\_\_\_ Lessor: \_\_\_\_\_ Date \_\_\_\_\_

X \_\_\_\_\_ Date \_\_\_\_\_ X \_\_\_\_\_ Date \_\_\_\_\_  
Lessee: \_\_\_\_\_ Date \_\_\_\_\_ Lessee: \_\_\_\_\_ Date \_\_\_\_\_  
24535 Owners Corp. by Alexander Wolf & Co., Inc. as Managing Agent

\_\_\_\_\_  
Agent \_\_\_\_\_ Date \_\_\_\_\_ Agent \_\_\_\_\_ Date \_\_\_\_\_

By \_\_\_\_\_  
Steven Mirsky, Vice President



# Protect Your Family From Lead in Your Home



United States  
Environmental  
Protection Agency



United States  
Consumer Product  
Safety Commission



United States  
Department of Housing  
and Urban Development

# Are You Planning to Buy or Rent a Home Built Before 1978?

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Did you know that many homes built before 1978 have **lead-based paint**? Lead from paint, chips, and dust can pose serious health hazards.

## Read this entire brochure to learn:

- How lead gets into the body
- How lead affects health
- What you can do to protect your family
- Where to go for more information

## Before renting or buying a pre-1978 home or apartment, federal law requires:

- Sellers must disclose known information on lead-based paint or lead-based paint hazards before selling a house.
- Real estate sales contracts must include a specific warning statement about lead-based paint. Buyers have up to 10 days to check for lead.
- Landlords must disclose known information on lead-based paint or lead-based paint hazards before leases take effect. Leases must include a specific warning statement about lead-based paint.

## If undertaking renovations, repairs, or painting (RRP) projects in your pre-1978 home or apartment:

- Read EPA's pamphlet, *The Lead-Safe Certified Guide to Renovate Right*, to learn about the lead-safe work practices that contractors are required to follow when working in your home (see page 12).



## Simple Steps to Protect Your Family from Lead Hazards

### If you think your home has lead-based paint:

- Don't try to remove lead-based paint yourself.
- Always keep painted surfaces in good condition to minimize deterioration.
- Get your home checked for lead hazards. Find a certified inspector or risk assessor at [epa.gov/lead](http://epa.gov/lead).
- Talk to your landlord about fixing surfaces with peeling or chipping paint.
- Regularly clean floors, window sills, and other surfaces.
- Take precautions to avoid exposure to lead dust when remodeling.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe certified renovation firms.
- Before buying, renting, or renovating your home, have it checked for lead-based paint.
- Consult your health care provider about testing your children for lead. Your pediatrician can check for lead with a simple blood test.
- Wash children's hands, bottles, pacifiers, and toys often.
- Make sure children eat healthy, low-fat foods high in iron, calcium, and vitamin C.
- Remove shoes or wipe soil off shoes before entering your house.

## Lead Gets into the Body in Many Ways

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**Adults and children can get lead into their bodies if they:**

- Breathe in lead dust (especially during activities such as renovations, repairs, or painting that disturb painted surfaces).
- Swallow lead dust that has settled on food, food preparation surfaces, and other places.
- Eat paint chips or soil that contains lead.

**Lead is especially dangerous to children under the age of 6.**

- At this age, children's brains and nervous systems are more sensitive to the damaging effects of lead.
- Children's growing bodies absorb more lead.
- Babies and young children often put their hands and other objects in their mouths. These objects can have lead dust on them.



**Women of childbearing age should know that lead is dangerous to a developing fetus.**

- Women with a high lead level in their system before or during pregnancy risk exposing the fetus to lead through the placenta during fetal development.

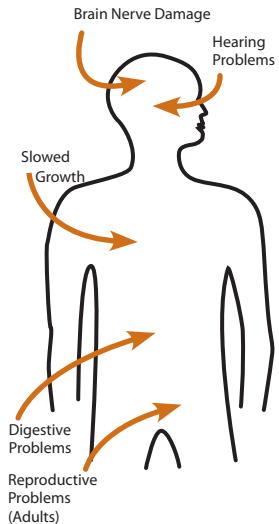
# Health Effects of Lead

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**Lead affects the body in many ways.** It is important to know that even exposure to low levels of lead can severely harm children.

## In children, exposure to lead can cause:

- Nervous system and kidney damage
- Learning disabilities, attention-deficit disorder, and decreased intelligence
- Speech, language, and behavior problems
- Poor muscle coordination
- Decreased muscle and bone growth
- Hearing damage



While low-lead exposure is most common, exposure to high amounts of lead can have devastating effects on children, including seizures, unconsciousness, and in some cases, death.

Although children are especially susceptible to lead exposure, lead can be dangerous for adults, too.

## In adults, exposure to lead can cause:

- Harm to a developing fetus
- Increased chance of high blood pressure during pregnancy
- Fertility problems (in men and women)
- High blood pressure
- Digestive problems
- Nerve disorders
- Memory and concentration problems
- Muscle and joint pain

## Check Your Family for Lead

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**Get your children and home tested if you think your home has lead.**

Children's blood lead levels tend to increase rapidly from 6 to 12 months of age, and tend to peak at 18 to 24 months of age.

Consult your doctor for advice on testing your children. A simple blood test can detect lead. Blood lead tests are usually recommended for:

- Children at ages 1 and 2
- Children or other family members who have been exposed to high levels of lead
- Children who should be tested under your state or local health screening plan

**Your doctor can explain what the test results mean and if more testing will be needed.**

## Where Lead-Based Paint Is Found

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In general, the older your home or childcare facility, the more likely it has lead-based paint.<sup>1</sup>

**Many homes, including private, federally-assisted, federally-owned housing, and childcare facilities built before 1978 have lead-based paint.** In 1978, the federal government banned consumer uses of lead-containing paint.<sup>2</sup>

Learn how to determine if paint is lead-based paint on page 7.

### **Lead can be found:**

- In homes and childcare facilities in the city, country, or suburbs,
- In private and public single-family homes and apartments,
- On surfaces inside and outside of the house, and
- In soil around a home. (Soil can pick up lead from exterior paint or other sources, such as past use of leaded gas in cars.)

Learn more about where lead is found at [epa.gov/lead](http://epa.gov/lead).

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<sup>1</sup> "Lead-based paint" is currently defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter (mg/cm<sup>2</sup>), or more than 0.5% by weight.

<sup>2</sup> "Lead-containing paint" is currently defined by the federal government as lead in new dried paint in excess of 90 parts per million (ppm) by weight.

## Identifying Lead-Based Paint and Lead-Based Paint Hazards

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**Deteriorated lead-based paint (peeling, chipping, chalking, cracking, or damaged paint)** is a hazard and needs immediate attention. **Lead-based paint** may also be a hazard when found on surfaces that children can chew or that get a lot of wear and tear, such as:

- On windows and window sills
- Doors and door frames
- Stairs, railings, banisters, and porches

**Lead-based paint is usually not a hazard if it is in good condition** and if it is not on an impact or friction surface like a window.

**Lead dust** can form when lead-based paint is scraped, sanded, or heated. Lead dust also forms when painted surfaces containing lead bump or rub together. Lead paint chips and dust can get on surfaces and objects that people touch. Settled lead dust can reenter the air when the home is vacuumed or swept, or when people walk through it. EPA currently defines the following levels of lead in dust as hazardous:

- 10 micrograms per square foot ( $\mu\text{g}/\text{ft}^2$ ) and higher for floors, including carpeted floors
- 100  $\mu\text{g}/\text{ft}^2$  and higher for interior window sills

**Lead in soil** can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. EPA currently defines the following levels of lead in soil as hazardous:

- 400 parts per million (ppm) and higher in play areas of bare soil
- 1,200 ppm (average) and higher in bare soil in the remainder of the yard

**Remember, lead from paint chips—which you can see—and lead dust—which you may not be able to see—both can be hazards.**

The only way to find out if paint, dust, or soil lead hazards exist is to test for them. The next page describes how to do this.

## Checking Your Home for Lead

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You can get your home tested for lead in several different ways:

- A lead-based paint **inspection** tells you if your home has lead-based paint and where it is located. It won't tell you whether your home currently has lead hazards. A trained and certified testing professional, called a lead-based paint inspector, will conduct a paint inspection using methods, such as:
  - Portable x-ray fluorescence (XRF) machine
  - Lab tests of paint samples
- A **risk assessment** tells you if your home currently has any lead hazards from lead in paint, dust, or soil. It also tells you what actions to take to address any hazards. A trained and certified testing professional, called a risk assessor, will:
  - Sample paint that is deteriorated on doors, windows, floors, stairs, and walls
  - Sample dust near painted surfaces and sample bare soil in the yard
  - Get lab tests of paint, dust, and soil samples
- A combination inspection and risk assessment tells you if your home has any lead-based paint and if your home has any lead hazards, and where both are located.



Be sure to read the report provided to you after your inspection or risk assessment is completed, and ask questions about anything you do not understand.

## Checking Your Home for Lead, continued

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In preparing for renovation, repair, or painting work in a pre-1978 home, Lead-Safe Certified renovators (see page 12) may:

- Take paint chip samples to determine if lead-based paint is present in the area planned for renovation and send them to an EPA-recognized lead lab for analysis. In housing receiving federal assistance, the person collecting these samples must be a certified lead-based paint inspector or risk assessor
- Use EPA-recognized tests kits to determine if lead-based paint is absent (but not in housing receiving federal assistance)
- Presume that lead-based paint is present and use lead-safe work practices

There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency for more information, visit [epa.gov/lead](http://epa.gov/lead), or call **1-800-424-LEAD (5323)** for a list of contacts in your area.<sup>3</sup>

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<sup>3</sup> Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8339.

## What You Can Do Now to Protect Your Family

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**If you suspect that your house has lead-based paint hazards, you can take some immediate steps to reduce your family's risk:**

- If you rent, notify your landlord of peeling or chipping paint.
- Keep painted surfaces clean and free of dust. Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner. (Remember: never mix ammonia and bleach products together because they can form a dangerous gas.)
- Carefully clean up paint chips immediately without creating dust.
- Thoroughly rinse sponges and mop heads often during cleaning of dirty or dusty areas, and again afterward.
- Wash your hands and your children's hands often, especially before they eat and before nap time and bed time.
- Keep play areas clean. Wash bottles, pacifiers, toys, and stuffed animals regularly.
- Keep children from chewing window sills or other painted surfaces, or eating soil.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe Certified renovation firms (see page 12).
- Clean or remove shoes before entering your home to avoid tracking in lead from soil.
- Make sure children eat nutritious, low-fat meals high in iron, and calcium, such as spinach and dairy products. Children with good diets absorb less lead.

## Reducing Lead Hazards

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**Disturbing lead-based paint or removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.**

- In addition to day-to-day cleaning and good nutrition, you can **temporarily** reduce lead-based paint hazards by taking actions, such as repairing damaged painted surfaces and planting grass to cover lead-contaminated soil. These actions are not permanent solutions and will need ongoing attention.
- You can minimize exposure to lead when renovating, repairing, or painting by hiring an EPA- or state-certified renovator who is trained in the use of lead-safe work practices. If you are a do-it-yourselfer, learn how to use lead-safe work practices in your home.
- To remove lead hazards permanently, you should hire a certified lead abatement contractor. Abatement (or permanent hazard elimination) methods include removing, sealing, or enclosing lead-based paint with special materials. Just painting over the hazard with regular paint is not permanent control.



**Always use a certified contractor who is trained to address lead hazards safely.**

- Hire a Lead-Safe Certified firm (see page 12) to perform renovation, repair, or painting (RRP) projects that disturb painted surfaces.
- To correct lead hazards permanently, hire a certified lead abatement contractor. This will ensure your contractor knows how to work safely and has the proper equipment to clean up thoroughly.

Certified contractors will employ qualified workers and follow strict safety rules as set by their state or by the federal government.

## Reducing Lead Hazards, continued

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**If your home has had lead abatement work done** or if the housing is receiving federal assistance, once the work is completed, dust cleanup activities must be conducted until clearance testing indicates that lead dust levels are below the following levels:

- 10 micrograms per square foot ( $\mu\text{g}/\text{ft}^2$ ) for floors, including carpeted floors
- 100  $\mu\text{g}/\text{ft}^2$  for interior windows sills
- 400  $\mu\text{g}/\text{ft}^2$  for window troughs

**Abatements are designed to permanently eliminate lead-based paint hazards.** However, lead dust can be reintroduced into an abated area.

- Use a HEPA vacuum on all furniture and other items returned to the area, to reduce the potential for reintroducing lead dust.
- Regularly clean floors, window sills, troughs, and other hard surfaces with a damp cloth or sponge and a general all-purpose cleaner.

Please see page 9 for more information on steps you can take to protect your home after the abatement. For help in locating certified lead abatement professionals in your area, call your state or local agency (see pages 15 and 16), [epa.gov/lead](http://epa.gov/lead), or call 1-800-424-LEAD.

# Renovating, Repairing or Painting a Home with Lead-Based Paint

If you hire a contractor to conduct renovation, repair, or painting (RRP) projects in your pre-1978 home or childcare facility (such as pre-school and kindergarten), your contractor must:

- Be a Lead-Safe Certified firm approved by EPA or an EPA-authorized state program
- Use qualified trained individuals (Lead-Safe Certified renovators) who follow specific lead-safe work practices to prevent lead contamination
- Provide a copy of EPA's lead hazard information document, *The Lead-Safe Certified Guide to Renovate Right*



RRP contractors working in pre-1978 homes and childcare facilities must follow lead-safe work practices that:

- **Contain the work area.** The area must be contained so that dust and debris do not escape from the work area. Warning signs must be put up, and plastic or other impermeable material and tape must be used.
- **Avoid renovation methods that generate large amounts of lead-contaminated dust.** Some methods generate so much lead-contaminated dust that their use is prohibited. They are:
  - Open-flame burning or torching
  - Sanding, grinding, planing, needle gunning, or blasting with power tools and equipment not equipped with a shroud and HEPA vacuum attachment
  - Using a heat gun at temperatures greater than 1100°F
- **Clean up thoroughly.** The work area should be cleaned up daily. When all the work is done, the area must be cleaned up using special cleaning methods.
- **Dispose of waste properly.** Collect and seal waste in a heavy duty bag or sheeting. When transported, ensure that waste is contained to prevent release of dust and debris.

To learn more about EPA's requirements for RRP projects, visit [epa.gov/getleadsafe](http://epa.gov/getleadsafe), or read *The Lead-Safe Certified Guide to Renovate Right*.

## Other Sources of Lead

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### Lead in Drinking Water

The most common sources of lead in drinking water are lead pipes, faucets, and fixtures.

Lead pipes are more likely to be found in older cities and homes built before 1986.

You can't smell or taste lead in drinking water.

To find out for certain if you have lead in drinking water, have your water tested.

Remember older homes with a private well can also have plumbing materials that contain lead.

### Important Steps You Can Take to Reduce Lead in Drinking Water

- Use only cold water for drinking, cooking and making baby formula. Remember, boiling water does not remove lead from water.
- Before drinking, flush your home's pipes by running the tap, taking a shower, doing laundry, or doing a load of dishes.
- Regularly clean your faucet's screen (also known as an aerator).
- If you use a filter certified to remove lead, don't forget to read the directions to learn when to change the cartridge. Using a filter after it has expired can make it less effective at removing lead.

Contact your water company to determine if the pipe that connects your home to the water main (called a service line) is made from lead. Your area's water company can also provide information about the lead levels in your system's drinking water.

For more information about lead in drinking water, please contact EPA's Safe Drinking Water Hotline at 1-800-426-4791. If you have other questions about lead poisoning prevention, call 1-800 424-LEAD.\*

Call your local health department or water company to find out about testing your water, or visit [epa.gov/safewater](http://epa.gov/safewater) for EPA's lead in drinking water information. Some states or utilities offer programs to pay for water testing for residents. Contact your state or local water company to learn more.

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\* Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8339.

## Other Sources of Lead, continued

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- **Lead smelters** or other industries that release lead into the air.
- **Your job.** If you work with lead, you could bring it home on your body or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture. Call your local health department for information about hobbies that may use lead.
- Old **toys** and **furniture** may have been painted with lead-containing paint. Older toys and other children's products may have parts that contain lead.<sup>4</sup>
- Food and liquids cooked or stored in **lead crystal** or **lead-glazed pottery or porcelain** may contain lead.
- Folk remedies, such as “**greta**” and “**azarcon**,” used to treat an upset stomach.

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<sup>4</sup> In 1978, the federal government banned toys, other children's products, and furniture with lead-containing paint. In 2008, the federal government banned lead in most children's products. The federal government currently bans lead in excess of 100 ppm by weight in most children's products.

## For More Information

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### **The National Lead Information Center**

Learn how to protect children from lead poisoning and get other information about lead hazards on the Web at [epa.gov/lead](http://epa.gov/lead) and [hud.gov/lead](http://hud.gov/lead), or call **1-800-424-LEAD (5323)**.

### **EPA's Safe Drinking Water Hotline**

For information about lead in drinking water, call **1-800-426-4791**, or visit [epa.gov/safewater](http://epa.gov/safewater) for information about lead in drinking water.

### **Consumer Product Safety Commission (CPSC) Hotline**

For information on lead in toys and other consumer products, or to report an unsafe consumer product or a product-related injury, call **1-800-638-2772**, or visit CPSC's website at [cpsc.gov](http://cpsc.gov) or [saferproducts.gov](http://saferproducts.gov).

### **State and Local Health and Environmental Agencies**

Some states, tribes, and cities have their own rules related to lead-based paint. Check with your local agency to see which laws apply to you. Most agencies can also provide information on finding a lead abatement firm in your area, and on possible sources of financial aid for reducing lead hazards. Receive up-to-date address and phone information for your state or local contacts on the Web at [epa.gov/lead](http://epa.gov/lead), or contact the National Lead Information Center at **1-800-424-LEAD**.

Hearing- or speech-challenged individuals may access any of the phone numbers in this brochure through TTY by calling the toll-free Federal Relay Service at **1-800-877-8339**.

# U. S. Environmental Protection Agency (EPA) Regional Offices

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The mission of EPA is to protect human health and the environment. Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

## **Region 1** (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)

Regional Lead Contact  
U.S. EPA Region 1  
5 Post Office Square, Suite 100, OES 05-4  
Boston, MA 02109-3912  
(888) 372-7341

## **Region 2** (New Jersey, New York, Puerto Rico, Virgin Islands)

Regional Lead Contact  
U.S. EPA Region 2  
2890 Woodbridge Avenue  
Building 205, Mail Stop 225  
Edison, NJ 08837-3679  
(732) 906-6809

## **Region 3** (Delaware, Maryland, Pennsylvania, Virginia, DC, West Virginia)

Regional Lead Contact  
U.S. EPA Region 3  
1650 Arch Street  
Philadelphia, PA 19103  
(215) 814-2088

## **Region 4** (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)

Regional Lead Contact  
U.S. EPA Region 4  
AFC Tower, 12th Floor, Air, Pesticides & Toxics  
61 Forsyth Street, SW  
Atlanta, GA 30303  
(404) 562-8998

## **Region 5** (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)

Regional Lead Contact  
U.S. EPA Region 5 (LL-17J)  
77 West Jackson Boulevard  
Chicago, IL 60604-3666  
(312) 353-3808

## **Region 6** (Arkansas, Louisiana, New Mexico, Oklahoma, Texas, and 66 Tribes)

Regional Lead Contact  
U.S. EPA Region 6  
1445 Ross Avenue, 12th Floor  
Dallas, TX 75202-2733  
(214) 665-2704

## **Region 7** (Iowa, Kansas, Missouri, Nebraska)

Regional Lead Contact  
U.S. EPA Region 7  
11201 Renner Blvd.  
Lenexa, KS 66219  
(800) 223-0425

## **Region 8** (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)

Regional Lead Contact  
U.S. EPA Region 8  
1595 Wynkoop St.  
Denver, CO 80202  
(303) 312-6966

## **Region 9** (Arizona, California, Hawaii, Nevada)

Regional Lead Contact  
U.S. EPA Region 9 (CMD-4-2)  
75 Hawthorne Street  
San Francisco, CA 94105  
(415) 947-4280

## **Region 10** (Alaska, Idaho, Oregon, Washington)

Regional Lead Contact  
U.S. EPA Region 10 (20-C04)  
Air and Toxics Enforcement Section  
1200 Sixth Avenue, Suite 155  
Seattle, WA 98101  
(206) 553-1200

## Consumer Product Safety Commission (CPSC)

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The CPSC protects the public against unreasonable risk of injury from consumer products through education, safety standards activities, and enforcement. Contact CPSC for further information regarding consumer product safety and regulations.

### **CPSC**

4330 East West Highway  
Bethesda, MD 20814-4421  
1-800-638-2772  
[cpsc.gov](http://cpsc.gov) or [saferproducts.gov](http://saferproducts.gov)

## U. S. Department of Housing and Urban Development (HUD)

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HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. Contact to Office of Lead Hazard Control and Healthy Homes for further information regarding the Lead Safe Housing Rule, which protects families in pre-1978 assisted housing, and for the lead hazard control and research grant programs.

### **HUD**

451 Seventh Street, SW, Room 8236  
Washington, DC 20410-3000  
(202) 402-7698  
[hud.gov/lead](http://hud.gov/lead)

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# **IMPORTANT!**

## **Lead From Paint, Dust, and Soil in and Around Your Home Can Be Dangerous if Not Managed Properly**

- Children under 6 years old are most at risk for lead poisoning in your home.
- Lead exposure can harm young children and babies even before they are born.
- Homes, schools, and child care facilities built before 1978 are likely to contain lead-based paint.
- Even children who seem healthy may have dangerous levels of lead in their bodies.
- Disturbing surfaces with lead-based paint or removing lead-based paint improperly can increase the danger to your family.
- People can get lead into their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.
- People have many options for reducing lead hazards. Generally, lead-based paint that is in good condition is not a hazard (see page 10).

APPENDIX B  
ANNUAL NOTICE FOR PREVENTION OF LEAD-BASED PAINT HAZARDS—INQUIRY  
REGARDING CHILD

You are required by law to inform the owner if a child under six years of age resides or will reside in your dwelling unit (apartment). If such a child resides or will reside in the unit, the owner of the building is required to perform an annual visual inspection of the unit to determine the presence of lead-based paint hazards. **IT IS IMPORTANT THAT YOU RETURN THIS FORM TO THE OWNER OR MANAGING AGENT OF YOUR BUILDING TO PROTECT THE HEALTH OF YOUR CHILD.** If you do not respond to this notice, the owner is required to attempt to inspect your apartment to determine if a child under six years of age resides there.

If a child under six years of age does not reside in the unit now, but does come to reside in it at any time during the year, you must inform the owner in writing immediately. If a child under six years of age lives in the unit you should also inform the owner immediately if you notice any peeling paint or deteriorated surfaces in the unit during the year. You may request that the owner provide you with a copy of any records required to be kept as a result of a visual inspection of your unit.

Please complete this form and return one copy to the owner or his or her agent or representative by February 15th. Keep one copy of this form for your records.

CHECK ONE:  A child under six years of age resides in the unit

A child under six years of age does not reside in the unit.

\_\_\_\_\_  
(Occupant signature)

Print occupant's name, address and apartment number: \_\_\_\_\_

RETURN THIS FORM TO: ALEXANDER WOLF & CO INC., AGENT

One DUPONT ST, STE 200, PLAINVIEW, NY 11803

OCCUPANT: KEEP ONE COPY FOR YOUR RECORDS

OWNER COPY/OCCUPANT COPY

100-200-300-400-500-600-700-800-900

## How can I protect my child from lead poisoning?

- Remind the doctor to test your child for lead poisoning at both ages 1 and 2. Ask the doctor about testing older children.
- Report peeling or damaged paint to your landlord. Your landlord must inspect and safely fix peeling paint at no charge to you if a young child lives there. It's the law.
- Keep children away from peeling or damaged paint and home repairs that disturb lead paint.
- Clean floors, windowsills, and dusty places often with wet mops and wet cloths.
- Wash toys, pacifiers, and other items children put in their mouths.
- Wash children's hands often, especially before they eat.
- Use cold tap water for making baby formula, drinking, and cooking. Let the water run for a few minutes before use.
- Do not use items that may contain lead, such as imported pottery, food and cosmetics, and traditional medicines.
- Keep children away from work clothes and tools of family members who do home repairs or other lead work.



# Preventing Lead Poisoning

## What every parent should know

### Lead Poisoning Prevention Program

The Lead Poisoning Prevention Program of the New York City Department of Health and Mental Hygiene provides services to families, health care providers, landlords, and community organizations. These services may include:

- Providing information on lead poisoning prevention.
- Working with families and doctors of children who are lead poisoned.
- Inspecting homes of children with blood lead levels of 15 micrograms or more.
- Requiring landlords to safely repair paint hazards found during lead inspection.
- Referring to community health organizations that may be able to lead dust and debris.



Talk to your doctor.  
Call 311 for more information.  
Or visit [nyc.gov/lead](http://nyc.gov/lead).

## What is lead poisoning?

Lead poisoning is a health problem, especially for young children. Lead poisoning in children may be associated with:

- Learning and behavior problems
- Delayed growth and development.

Call 311 if your child has to correct peeling or damaged paint.

## Why are young children at risk?

Young children often put their hands and toys in their mouths. Peeling lead paint come into poisonous dust. They crawl and play on the floor and can swallow lead dust from their hands and mouth. Children's activities, children's bodies are growing quickly and are more affected by lead.

## What causes lead poisoning?

Lead paint is the most common cause of childhood lead poisoning. Lead is a poison that was used in paints many years ago. New York City banned lead paint in 1950, but older buildings may still have lead paint on walls, windows, doors and other surfaces. If paint is peeling or damaged, lead paint chips and dust can spread around the home.

Young children can swallow lead dust when they put their hands and toys in their mouths. Even small amounts of lead dust can be dangerous. Lead dust can come from:

Call 311 if your child has to correct peeling or damaged paint.

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Young children often put their hands and toys in their mouths. Peeling lead paint come into poisonous dust. They crawl and play on the floor and can swallow lead dust from their hands and mouth. Children's activities, children's bodies are growing quickly and are more affected by lead.

## What causes lead poisoning?

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Young children can swallow lead dust when they put their hands and toys in their mouths. Even small amounts of lead dust can be dangerous. Lead dust can come from:

- Peeling or damaged paint.
- Painted windows and doors that stick or rub together when opened and closed.
- Unsafe home repairs and paint jobs.

eat food and/or use items that may contain lead. Talk to your doctor about lead poisoning, and get tested if you have been exposed to lead.

## How can I find out if my child has lead poisoning?

Children who have lead poisoning usually do not look or feel sick. The only way to know is by a blood lead test. Whenever your child sees a doctor, ask if she or he agrees to lead test. If your child doesn't have a doctor, call 311. Ask the operator where your child can get tested. All children should get a blood lead test when they are 1 year old and 2 years old. At any age if they are exposed to peeling lead paint or other lead sources.

## What do the results of my child's blood lead test mean?

The results of the blood lead test tell how much lead is in your child's blood. The lower the blood lead level, the better. No matter what your child's level is, you should do things to keep it as low as possible.



Keep children away from peeling paint and other lead sources.

## Are pregnant women and newborn babies also at risk?

Unborn babies are in danger if their mothers have lead poisoning during pregnancy. If you are pregnant, eat

# Envenenamiento por plomo



- Viven en casas viejas que tienen dispositivos que llevan piezas de la antigua obra de plomo.
- Viven en casas antiguas de las áreas de tráfico rápido y están destinadas a ser demolidas.
- Los trabajos de pintura en el hogar, especialmente en el exterior, requieren que el plomo sea constante en el hogar.
- Los niños tienen más riesgos de contaminación que los adultos.
- Tienen los platos, apoyos de vajillas y juguetes elaborados en países donde las condiciones y trabajo son malas.
- Tienen los platos, chupetes y otros artículos que los niños no llevan a la boca.
- Tienen los niños de los países con frío, que no tienen la oportunidad de comer y dormir.
- Una buena condición física es un indicador de su salud, salud y crecimiento. Dales el trato al que un niño apropiado.
- Evita los peligros que incluyen contaminación, alimento, agua y contaminación ambiental.
- Atención a los niños pequeños de la casa y hermanos que trabajan de los familiares que trabajan con plomo.

## Programa de Prevención del Envenenamiento por Plomo

El Programa de Prevención del Envenenamiento por Plomo (Lead Prevention Program) — LPP — del Departamento de Salud y Servicios Públicos de Nueva York (NYC DOHHS) brinda información sobre la conciencia de la prevención del envenenamiento por plomo a las familias, médicos, profesionales y otros comunitarios. El LPP puede, entre otros, recomendar:

- Realizar inspecciones para detectar la presencia de plomo en los hogares de los niños con niveles de plomo en el sangre de 15 microgramos de plomo por decilitro de sangre (mcg/dL).
- Ordene a las personas que no estén en el hogar.



## Lo que todo padre y madre deben saber

- El envenenamiento por plomo ha sido uno de los principales problemas de salud en los últimos años. Se ha reducido significativamente en los últimos años, pero continúa siendo un problema de salud pública importante.
- Se detectan más de 4,000 niños en Nueva York que están expuestos al plomo en sangre por año.
- Se realiza el análisis para detectar la presencia de plomo a través de la muestra de los niños de 1 y 2 años de edad por año.
- Si los niños se exponen a pinturas antiguas, que ya no se usan, se deben usar la pintura con base de plomo.
- La pintura a base de plomo y el techo de plomo son las principales fuentes de envenenamiento por plomo infantil, pero también es posible que los niños quieran exponerse al plomo en otros objetos.

- Para evaluar el contenido de plomo en la sangre, se realizan análisis de envenenamiento por plomo infantil en los niños.
- Aumentar las medidas de prevención por plomo.
- Reducir la muestra con base de plomo y los riesgos del plomo en las hogueras.
- Fomentar a las familias, comunidades, profesionales, propietarios y contratistas sobre la prevención del envenenamiento por plomo.

Consejo con su médico.  
Para más información llame al 311.  
O visite [www.nyc.gov/html/doh/html/lead/lead.htm](http://www.nyc.gov/html/doh/html/lead/lead.htm)

**NYC DOHHS** Departamento de Salud y Servicios Públicos de la Ciudad de Nueva York  
www.nyc.gov/html/doh

¿Qué es el envenenamiento por plomo?

-



# Welcome to

# Make yourself at home.

Moving in can be a bit stressful, a lot of work and a huge hassle. Packing, unpacking, cleaning, decorating — there's a ton of work to do.

Luckily, Time Warner Cable and your new apartment complex make the home entertainment part hassle-free.

With concierge service that lets you choose the installation time and date, you're in control from the very beginning.

Of course, your personalized service doesn't stop there. As your direct connection to Time Warner Cable, I'll help you choose the services that fit your life — now and in the future.

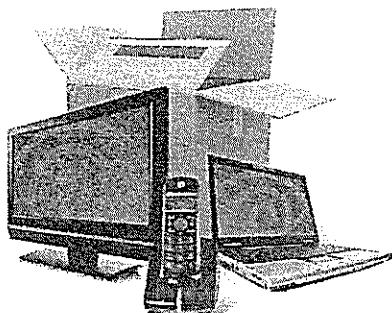
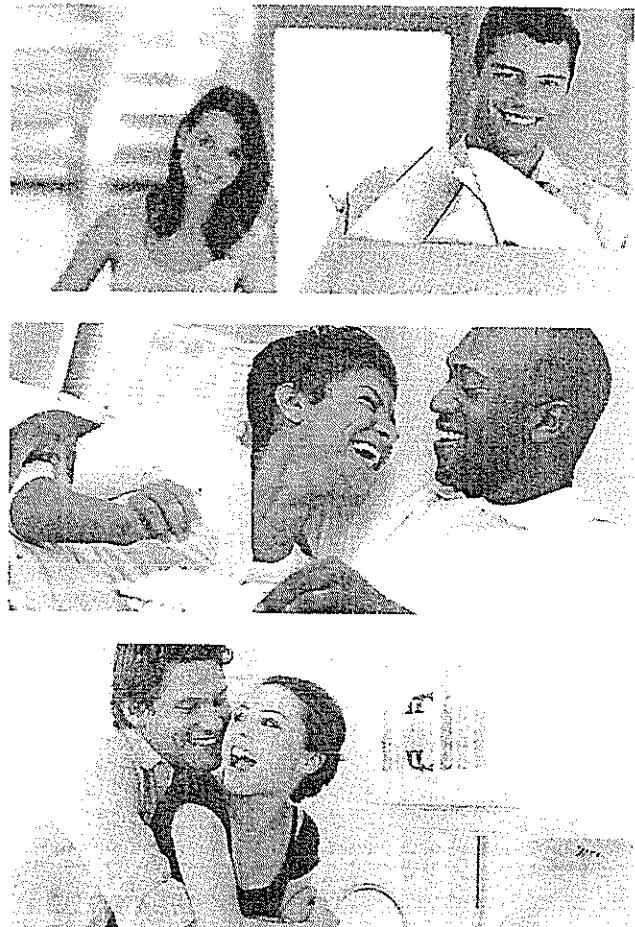
You can rely on me to make sure you always have the best entertainment at the best value.

**Bring home the Digital TV features that keep you in control.**

- Experience HD at no extra fee
- Watch your shows on your schedule with Start Over<sup>®</sup> and Look Back<sup>®</sup> even without setting a DVR
- Enjoy instant entertainment with On Demand
- Record in one room and watch in another with Whole House HD-DVR

**At home or on the go, each of our services can make your life a little easier. I'll help you discover everything Time Warner Cable offers.**

There are plenty of entertaining choices that are available to you. I'd love to discuss them with you and find a Time Warner Cable package that's right for you and right within your budget. Make your move. Choose Time Warner Cable for your home entertainment.



**Give me a call. I'll help you save and feel right at home.**

Philip Hourican  
347.931.1299  
[philip.hourican@twcable.com](mailto:philip.hourican@twcable.com)

**Alexander Wolf and Company, Inc.**  
**Confidential Contact Information Questionnaire**

Property Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Address & Apt./Unit: \_\_\_\_\_

**Contact Information**

Owner(s) Name: \_\_\_\_\_

Alt Resident/Tenant Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Alt /Tenant Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Alt/Tenant Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Alt/Tenant Cell Phone: \_\_\_\_\_

**Email Addresses**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_

**Emergency Contact**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Dear Owner/Occupant:

Congratulations on selection of your new residence!

In order to secure your applicable contact information, enclosed please find a contact information questionnaire. We request that you complete the enclosed questionnaire and return it to our office.

Thank you for your time.

"Your Property Name"  
Alexander Wolf & Company, Inc.  
One Dupont Street, Suite 200  
Plainview, NY 11803  
fax: (516) 349-7751

# **24535 Owners Corp.**

c/o Alexander Wolf & Company, Inc.  
One Dupont Street, Suite 200  
Plainview, NY 11803

## **Notice of Tenants' Rights to Reasonable Accommodations and Modifications**

- ❖ As Required by New York State Law, the Co-op is required to notify all Shareholders/Residents of their rights to reasonable accommodations and modifications should a resident be a person with disabilities in need of such accommodation or modification.
- ❖ To qualify for a reasonable accommodation or modification
  - You must submit medical documentation that demonstrates you have a disability that interferes with your use of your apartment;
  - The requested reasonable accommodation or modification must be related to your disability; and
  - The reasonable accommodation or modification would be something that is required in order to allow you equal access and opportunity to use and enjoy your apartment or the services normally offered by the Co-op (that you would not otherwise have without said accommodation/modification).
- ❖ To request a reasonable accommodation or modification, you may contact our property manager, John Wolf Sr, by e-mailing [JWolf@alexanderwolf.com](mailto:JWolf@alexanderwolf.com) or sending a letter to Alexander Wolf & Company, Inc., One Dupont Street, Suite 200, Plainview, NY 11803.