

HOUSE POLICIES (*Garden Duplex Apartment*)

1. Please lock your apartment door when you are inside. Please securely lock the black iron gate and close the red door gently when you enter the building.
2. No Smoking: by order of NYC fire department. \$250 will be charged for violation of this rule for smoke deodorization of carpet and furniture.
3. Please remove your shoes before entering the apartment. This is our way of keeping the city dirt out of our home.
4. Do not move the furniture. It damages the floors.
5. Always leave the exhaust fan on in the bathroom for at least 15 minutes after you shower. Please do not flush anything other than toilet paper in the toilet. If several people are using the toilet in succession, please flush it often.
6. Please respect our tenants upstairs, and be quiet between 10pm and 8am.
7. The skylights are slightly open at all times (unless it is raining) and the window exhaust fan is also operating 24/7. This improves the air circulation.
8. Please close the door to the garden at all times to prevent bugs from entering the apartment.
9. The phone is free within the United States. Call us if there are any questions from the house phone.
10. Please be careful with the audio/video equipment.
11. Please be aware that we come to check the apartment and the garden every 2-3 days. The garden is accessed from this apartment, so we may come in for routine maintenance.
12. A second emergency exit is from the kitchen door leading to the garden.
13. A third emergency exit is from the skylights. Pull the big gold pin and push the skylights completely open to exit to the garden via the step ladder.

Please respect our home and treat it with care. Go out, enjoy yourself and follow your nose to the world's best dining experience, right here at your doorstep.