



NEW YORK CITY

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HOUSE POLICIES (*Garden Duplex Apartment*)

1. TO ENSURE THE SAFETY AND SECURITY OF THE RESIDENTS, PLEASE DO NOT LET ANY STRANGERS ENTER THE BUILDING.
2. 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 and do not lock it from inside.
3. Please respect our tenants upstairs, and be quiet between 10pm and 8am.
4. No Smoking: by order of NYC fire department. \$250 will be charged for violation of this rule for smoke deodorization of carpet and furniture.
5. Please remove your shoes before entering the apartment. This is our way of keeping the city dirt out of our home.
6. Do not move the furniture because it damages the floors.
7. Always leave the exhaust fan on in the bathroom for at least 5 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.
8. 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.
9. Please close the door to the garden at all times to prevent bugs from entering the apartment.
10. The phone is free within the United States. Call us if there are any questions from the house phone.
11. Please be careful with the audio/video equipment.
12. Please note that our trusted staff may enter the apartment daily for building maintenance. We try to do this between 10 am-5 pm so as not to disturb our guests.
13. Please follow our recycling and garbage removal instructions.
14. A second emergency exit is from the kitchen door leading to the garden.
15. 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.