

APPLICATION FOR SALE

**Longfellow Hall Condominium
*111-14 76 Ave.
Forest Hills, NY 11374***

Contact Information:

Susa Rubin Transfer Agent

Kaled Management Corp.

7001 Brush Hollow Road Ste:200

Westbury, NY 11590

(516) 876-4800 x 340 Fax (516)-780-8330

Barbarar@Kaled.Com

#430

7/2025

Longfellow Hall Condominium

C/O Kaled Management Corp.

7001 Brush Hollow Road

Westbury, NY 11590

Tel: (516)876-4800 x 340

Fax: (516)780-8313

Application to Purchase

Unit # _____

Please submit one (1) original and one (1) copy a total of Two (2) of the following documents for review by the Board of Managers: to Susan Rubin: Kaled Management Corp. 7001 Brush Hollow Road Ste: 200 Westbury, NY 11590

Processing Procedures:

1. All sales and sublets are subject to the Board's waiver of the Right of First Refusal.
2. All applications must be submitted along with all required documentation in order to be processed.
3. Processing time approximately three weeks providing all necessary information is supplied with the application package.
4. As per the by-laws of the Condominium, any Unit Owner wishing to sell, their purchaser must submit an application to Kaled Management. The application will be sent to the Board of Managers and an interview with the Board and prospective purchaser will be scheduled. The Board will then issue a waiver of the right of first refusal for the seller and purchaser.

I hereby acknowledge and agree that the processing fees (as stated in the herein) are non-refundable for any reason as these fees cover the cost of processing the application. I also certify that I have read and agree to abide by the processing procedures.

Signature of Seller

Signature of Purchaser

Signature of Seller

Signature of Purchaser

Fees required at time of application

Purchaser - to pay administration and a credit/criminal fee (non-refundable) in the amount of **\$400.00 payable to Kaled Management Corp. (Certified or money order)**

Purchaser - to pay move in fee of **\$500.00 payable to Longfellow Hall Owners Condominium** which is refundable, if there are no damages during the move in and the house rules were not violated. **(Certified or money order)**

Seller - to pay move out fee of **\$500.00 payable to Longfellow Hall Condominium** which is refundable, if there are no damages during the move in and the house rules were not violated. **(Certified or money order)**

LONGFELLOW HALL CONDOMINIUM

UNIT _____

SALE CHECKLIST

All occupants that will be residing in Longfellow Hall Condominium are required to submit a full application.

List of items to be submitted:

- | | |
|---|----------|
| 1. Application to be signed by both the owner and Purchaser. All adults that will reside in the apartment must be listed as applicants. | 1. _____ |
| 2. Fully executed Contract of Sale | 2. _____ |
| 3. Bank letter of Commitment (if financing) | 3. _____ |
| 4. Photocopy of Purchasers ID (Driver's license, passport) | 4. _____ |
| 5. Lead paint rider, Carbon Monoxide, Smoke detector, Sprinkler rider, and window guards (sign and notarize where needed) | 5. _____ |

Signature of Purchaser _____

Signature of Purchaser _____

Longfellow Hall Condominium

C/O Kaled Management Corp.

7001 Brush Hollow Road

Westbury, NY 11590

Tel: (516)876-4800

Fax: (516)876-6812

Unit # _____

Seller:
Address:
Telephone Number:

Purchaser:
Address:
Telephone Number:

Seller's Attorney:
Address:
Telephone Number:
Fax Number:

Purchaser's Attorney
Address:
Telephone Number:
Fax Number:

Sales Price:

Name of Lending Institution:
Amount of Financing:
Loan Number:

**** Please Return this form along with a copy of your Deed to the address below**

or Email To: coopabatement@kaled.com **

Kaled Management Corp
7001 Brush Hollow Road – Suite 200
Westbury, NY 11590

CONDO PRIMARY RESIDENT VERIFICATION SURVEY

1. Name of all owners listed on the deed (separate with commas if multiple)

2. Do you own more than 3 units within the same property? Yes / No

Note: Units owned by LLC are not eligible

Full address with unit number(s). _____

3. Is your Unit or at least one of your units your primary residence? Yes/No - Indicate Primary Unit # _____

4. Is your unit sponsor owned? Yes/No

5. Is your unit owed by a trust? Yes/ No

If your unit is owned by a trust, are you the trustee or beneficiary living there with unit being your primary residence? Yes/ No

Note: Only those listed on the Trust are eligible for the abatement.

6. Please list the social security number or the tax ID number of all unit owners on the deed:

7. Have there been any circumstances or changes in residency since January 1, 2025 that may require updated

information to be submitted to the city? Yes / No

Please state the reason for this change: _____

****Please send proof of primary residency together with this survey** (example: copy of State ID)
OR have form signed by a Notary where indicated.**

Signature: _____ Date: _____

Email Address _____

Notary Public _____

Sworn to me this day _____

Unit # _____

Acknowledgment of House Rules

I/We have received a copy of the House Rules of this building and have read them all, including the House Rules regarding No Pets. I/We hereby agree to abide by all current and future house rules.

Signature of Purchaser

Date

Signature of Purchaser

Date

LONGFELLOW HALL CONDOMINIUM

C/O Kaled Management Corp.

7001 Brush Hollow Road

Westbury, NY 11590

Tel: (516)876-4800

Fax: (516)876-6812

Unit # _____

Window Guard Notification

You are required by law to have window guards installed in all windows if a child 10 years of age or younger lives in your apartment. Your landlord is required by law to install window guards in your apartment if a child 10 years of age or younger lives in your apartment.

OR

If you ask him to install window guards at any time (you need not give a reason).

It is a violation of law to refuse, interfere with installation, or remove window guards where required, or to fail to complete and return this form to your landlord. If this form is not returned promptly, an inspection by the landlord will follow.

CHECK WHICHEVER APPLY:

CHILDREN 10 YEARS OF AGE OR
YOUNGER LIVE IN MY APARTMENT
WINDOWS

WINDOW GUARDS ARE
INSTALLED IN ALL

NO CHILDREN 10 YEARS OF AGE OR
NOT
YOUNGER LIVE IN MY APARTMENT
WINDOWS

WINDOW GUARDS ARE
INSTALLED IN ALL

I WANT WINDOW GUARDS EVEN THOUGH
I HAVE NO CHILDREN 10 YEARS OF AGE OR YOUNGER

WINDOW GUARDS NEED
MAINTENANCE OR REPAIR

WINDOW GUARDS DO NOT
NEED MAINTENANCE OR REPAIR

Signature of Purchaser

Date

Signature of Purchaser

Date

Longfellow Hall Condominium

C/O Kaled Management Corp.

7001 Brush Hollow Road

Westbury, NY 11590

Tel: (516)876-4800

Fax: (516)876-6812

Unit # _____

Lead Warning Statement

Every purchaser of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems and/or impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with information on lead based paint hazards from risk assessments or inspection in the seller's possession and notify the buyer of any known lead based hazards. A risk assessment or inspection for possible lead based paint hazards is recommended prior to purchase.

Signature of Seller

Signature of Purchaser

Signature of Seller

Signature of Purchaser

Longfellow Hall Condominium
C/O Kaled Management Corp.
7001 Brush Hollow Road
Westbury, NY 11590
Tel: (516)876-4800
Fax: (516)876-6812

Disclosure of Information on Lead Based Paint and or Lead Based Paint Hazards
(Owner/Purchaser)

Owner's Disclosure

Presence of lead based paint and/or lead based paint hazards (initial (i) or (ii) below):

- (i) _____ Known lead based paint and/or lead based paint hazards are present in the apartment (explain)
- (ii) _____ Owner has no knowledge of lead based paint and/or lead based paint hazards in the apartment.

Records and reports available to the seller (initial (i) or (ii) below):

- (i) _____ Owner has provided the purchaser with all available records and reports pertaining to lead based paint and/or lead paint hazards in the apartment (list documents below)
- (ii) _____ Owner has no records or records pertaining to lead based paint and/or lead based paint hazards in the apartment

Purchaser's Acknowledgment (Initial)

_____ Purchaser has received copies of all information listed above

_____ Purchaser has received the pamphlet "**Protect Your Family from Lead in Your Home**"

_____ Purchaser has (initial (i) or (ii) below):

- (i) _____ Received a 10 day opportunity (or other mutually agreed upon period) to conduct a risk assessment or inspection for the presence of lead based paint
- (ii) _____ Waived the opportunity to conduct a risk assessment or inspection for the presence of lead based paint and/or lead based paint hazards

Agent's Acknowledgement (initial)

_____ Agent has informed the Seller of the Seller's obligation under 42 U.S.C. 4852d and is aware of agent's independent 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 provided is true and accurate.

Signature of Owner

Signature of Purchaser

Signature of Co-owner

Signature of Purchaser

Longfellow Hall Condominium

C/O Kaled Management Corp.

7001 Brush Hollow Road

Westbury, NY 11590

Tel: (516)876-4800

Fax: (516)876-6812

Unit # _____

I am the Purchaser of Unit Number _____

This is to acknowledge that I am aware of the fact that prior to moving into my unit, eighty percent (80%) of the floor area (except the kitchen and bathroom) must be covered with carpeting and sound proof padding.

Signature of Purchaser

Signature of Purchaser

Date

WINDOW GUARDS REQUIRED

NOTICE TO OWNER

You are required by law to have window guards installed if child 10 years of age or younger live in your apartment.

Your landlord is required by law to install window guards in your apartment:

- If you **ask** him to put in window guards at any time (you need not give reason)
- If a child 10 years of age or younger lives in your apartment

It is a violation of law to refuse, interfere with installation, or remove window guards where required.

CHECK ONE:

- CHILDREN 10 YEARS OF AGE
OR YOUNGER LIVE IN MY APARTMENT
- NO CHILDREN 10 YEARS OF AGE OR
YOUNGER LIVE IN MY APARTMENT
- I WANT WINDOW GUARDS EVEN
THOUGH I HAVE NO CHILDREN
10 YEARS OF AGE OR YOUNGER

SHAREHOLDER (PRINT)

SHAREHOLDER(SIGNATURE)

SHAREHOLDER (PRINT)

SHAREHOLDER(SIGNATURE)

FOR FURTHER INFORMATION CALL:

Window Falls Prevention Program
New York City Department Of Health
125 Worth Street, Room 222A
New York, N.Y. 10013
(212) 566-8082

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

Lead Warning Statement

Every purchaser of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.

Seller'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) Seller has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.
- (b) Records and reports available to the seller (check (i) or (ii) below):
 - (i) Seller has provided the purchaser with all available records and reports pertaining to leadbased paint and/or lead-based paint hazards in the housing (list documents below).

 - Seller has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Purchaser's Acknowledgment (initial)

- (c) _____ Purchaser has received copies of all information listed above.
- (d) _____ Purchaser has received the pamphlet *Protect Your Family from Lead in Your Home*.
- (e) Purchaser has (check (i) or (ii) below):
 - (i) received a 10-day opportunity (or mutually agreed upon period) to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards; or
 - (ii) waived the opportunity to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards.

Agent's Acknowledgment (initial)

- (f) _____ Agent has informed the seller of the seller's obligations under 42 U.S.C. 4852(d) 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.

_____ Seller	_____ Date	_____ Seller	_____ Date
_____ Purchaser	_____ Date	_____ Purchaser	_____ Date
_____ Agent	_____ Date	_____ Agent	_____ Date

**THE REAL ESTATE BOARD OF NEW YORK, INC.
SPRINKLER DISCLOSURE LEASE RIDER**

Pursuant to the New York State Real Property Law, Article 7, Section 231-a, effective December 3, 2014 all residential leases must contain a conspicuous notice as to the existence or non-existence of a Sprinkler System in the Leased Premises.

Name of tenant(s): _____

Lease Premises Address: _____

Apartment Number: _____ (the "Leased Premises")

Date of Lease: _____

CHECK ONE:

1. There is NO Maintained and Operative Sprinkler System in the Leased Premises.

2. There is a Maintained and Operative Sprinkler System in the Leased Premises.
 - A. The last date on which the Sprinkler System was maintained and inspected was on _____.

A "Sprinkler System" is a system of piping and appurtenances designed and installed in accordance with generally accepted standards so that heat from a fire will automatically cause water to be discharged over the fire area to extinguish it or prevent its further spread (Executive Law of New York, Article 6-C, Section 155-a(5)).

Acknowledgment & Signatures:

I, the Tenant, have read the disclosure set forth above. I understand that this notice, as to the existence or non-existence of a Sprinkler System is being provided to me to help me make an informed decision about the Leased Premises in accordance with New York State Real Property Law Article 7, Section 231-a.

Purchaser: Name: _____
Signature: _____ Date: _____

Name: _____
Signature: _____ Date: _____

Owner Name: _____
Signature: _____ Date: _____

Addendum to the By-Laws of

Longfellow Hall Condominium

House Rules

Welcome to Longfellow Hall Condominium

Following are the **Rules and Regulations** the Condominium expects all residents to comply with. These guidelines are meant to make all residents aware of basic expectations while living here.

Pets

Dogs are not allowed at this time for all incoming residents. This includes dog-sitting. Residents may request permission for other pets such as cats, birds or fish. Any resident with a cat must dispose of kitty litter in the proper manner (see Garbage section).

Moving In/Out (see attached)

Incoming residents and outgoing tenants may move into or out of the condominium between the hours of 8:00 a.m. and 8:00 p.m. all days, including Sunday and Saturday.

The building superintendent and/or the manager must be informed at least 1 day prior.

A refundable move-in deposit of \$500.00 must be received by the manager or given to the Super prior to any move. The deposit may be used to cover any damage to the building's common areas including paint and plaster as well as garbage removal. They must be notified *before the move* so they can install protective pads in the elevator.

Any movers must provide a COI (Certificate of Liability Insurance) prior to the move which should be sent to the building agent. Provide this IN ADVANCE as the movers will not be permitted to enter the building without prior approval.

All movement must be done through the basement via the Austin Street entrance, without exception.

Renovations/Alterations

No work may be done inside any unit without written permission from the Condominium Board.

(BL Section 5.2) In addition, any contractor, moving company etc... must provide a Certificate of Liability Insurance prior to entering the building. (see sample attached)

All contractors and workmen carrying building materials and paint supplies may be brought into the Condominium only through the service/basement entrances on Austin Street. At no time should the front entrance be used.

Owners: Rental Leasing Your Unit and Renter's Insurance

For a rental, unit owners need to go to Kaled.com > Resources > Longfellow Hall Condominium > Longfellow Hall, **Sales/Rental and Alterations Applications** download and fill out the Lease Application and send it to Susan Rubin at Kaled Management Corp. at least 10 business days prior to the start date of the lease. *A deposit of \$500.00 must be received by the manager prior to any move in.* The deposit will be returned after the move in, providing there are no damages to the common areas.

After the receipt of the lease application and deposit check a date will be set for the board to interview the prospective tenants.

Tenants are not allowed to move anything in or start to live here prior to the interview.

After the interview we will issue the right of first refusal to the unit owner.

Owners also are required to notify Kaled Management when their tenants will be moving out and submit a \$500 deposit check for the move out. (see the *Moving In/Out* section)

Proof of Renter's Insurance Application:

In the same way that owners are required to have Homeowner's Insurance, we require that your tenant get Renter's Insurance to protect valuables and property, naming Longfellow Hall Condominium as "additionally insured". There is included in the rental application on the Kaled website for your prospective tenant to fill out and submit. (www.Kaled.com, scroll down to click on Resources, click on Longfellow Hall

Condominium, If this application with proof of Renter's Insurance is not submitted, there may be a delay in your tenant taking occupancy. Renters are to maintain their policy for the duration of their residency in Longfellow Hall and to submit proof of renewal each year.

Owners: Selling Your Unit

Owners who want to sell their units will need to submit a Sales Application to Susan Rubin at Kaled Management. Please advise your real estate agent.

The application for selling is located at:

www.kaled.com

Click on **Resources** in the upper right menu

Scroll down to **Longfellow Hall Sales/Rental and Alterations Applications**

Fill out the Application and submit it to Susan Rubin at Kaled Management Corp.

The purpose of this application is to make sure all information is submitted and that the owner has all the documents that NYC requires, for lead, sprinklers, etc.

Duplicate Keys-

All residents, both resident owners and renters, MUST supply a duplicate set of apartment keys to our super, Luis Morillo. They will be stored in a secure lockbox and only be used in case of EMERGENCY. The super or building agent will try to contact you prior to any entry into your apartment.

Intercom/Doorbell System

The intercom/doorbell system works through the telephone. Your 3-digit apartment number will be programmed to ring on your landline or mobile phone number. The number 718 704 5367 will appear as an incoming call. To allow entry into the building, press 9.

You may submit an alternate phone number for another 3-digit listing.

Common Areas

The lobbies, vestibules, hallways, stairways and elevators may only be used for normal passage through them. No child may play in any of these common areas. (BL Section 5.8)

No personal items may be stored or left in any of the common areas, including umbrellas, carriages, carts and shoes. The common areas include the front door and door frame to each unit.

NO objects, stickers, images or comments of any kind are to be attached to the door or door frame. They are not to be painted except by the super or building-assigned painter and the color that is approved by building management.

Deliveries

Any delivery that cannot be carried by hand must be brought into the Condominium through the basement via the Austin Street entrance. All furniture and/or large deliveries as well as hand-trucks, must use the service/basement entrances only.

You are required to come down to the basement to open the gate as well as the basement door for your delivery. It is also your responsibility to ensure that the gate and the door are locked after delivery.

Air Conditioner

No air conditioner may be installed without the proper bracket. (NYC Local Law 11/98)

Noise/Carpeting/Odors

All residents must respect the rights, comforts, and conveniences of their neighbors. Any complaints must be in writing to the Condominium Board. If necessary, the Board, the super and/or the building manager have the right of access to inspect and correct any condition that violates any of the above. (BL Section 5.6, 5.9)

Recycling

Per NYC Recycling Laws, the Condominium requires all residents to recycle. All food containers such as glass, plastic and aluminum that can be recycled must be rinsed properly. Tin can lids must be pushed in to prevent accidents. Such recyclable items may be neatly placed in the plastic bin or on the floor of the compactor room.

Do not throw any glass or metal cans down the compactor chute.

Large items or boxes must be brought down to the basement recycling room.

Food Composting

Per NYC Recycling Laws, the Condominium requires all residents to separate their food waste and food-tainted garbage (paper plates, napkins, paper towels, pizza boxes, etc.) and deposit it all into the marked COMPOSTING bin or bins located between the basement doors. The bins are lined with a large plastic bag. You may deposit ALL food refuse directly into the plastic bag or you may put your food waste in a CLEAR plastic or compostable bag and then deposit it into the compost bin. **DO NOT PUT FOOD OR FOOD-TAINTED WASTE INTO YOUR REGULAR GARBAGE NOR LEAVE IT IN EACH FLOOR'S COMPACTOR ROOM!** House plant material may be deposited in the main compost bin (leaves, soil).

Garbage

No raw/wet garbage may be left in the compactor room! All such refuse must be properly tied in appropriate-sized plastic bags and pushed down the chute. All used diapers must be properly tied in plastic and pushed down the chute. All cat litter must be put in a plastic garbage bag, tied and brought down to the basement for disposal. Cat litter should NOT be thrown down the compactor chute or left in the compactor room. As per above (Food Composting), separate your food waste and food-tainted garbage from regular garbage.

Smoking (in accordance with Local Law 147/2017)

Under no circumstance is any type of smoking, lit tobacco product, e-cigarettes, hookahs or vaporizers (meaning electronic device that provides a vapor of liquid nicotine and/or other substances to the user as she or he simulates smoking) allowed in the hallways or ANY of the common areas as well as 100 feet from the building entrance—main or side entrance. (see attached notification, dated August 2021)

Exterminator Services

Exterminator services are available to residents twice a month, they come the first and third Saturday every month usually between 8 a.m. and 10 a.m. There is no charge for this service. Sign-up sheets are posted by the mailboxes prior to the exterminator's appointed visits. Place a check mark next to your unit number if you wish to utilize this service.

Cable TV/ Internet

The building is wired for Spectrum (Time Warner) and Verizon Fios for cable television and internet. No antenna or dish or any such appliance may be installed on the roof or from a window.

Laundry Facilities

The laundry room will be open to residents from 8:00 a.m. to 10:00 p.m.

You must allow enough time to finish all cycles by 10:00 p.m. We strongly suggest residents do not go down after 10 p.m. for security reasons. The laundry room and basement areas are under surveillance. The washing machines are high efficiency. Please read all signs regarding use and soap requirements. Using too much soap is absolutely unnecessary and causes overflow. Anyone causing any machine to overflow must call either the super or the porter immediately.

The lights in the laundry room must be turned on at all times for security reasons. Only the super or the doorman may close the lights in the evening when the basement is secured.

The laundry baskets are there for the convenience of all residents while in the laundry room. They are not to be removed for personal use.

E-bikes Prohibited

For the safety of the residents and the building, absolutely NO E-bikes, scooters or any equivalent lithium-ion battery-operated vehicle nor their batteries and charging equipment are allowed anywhere in the

building or anywhere on LHC property. This includes the storage rooms, individual units, all the common areas. Violation of this clause may be grounds for the owner to terminate one's lease. Motorized wheelchairs or other mobility devices that are medically necessary shall have UL certification and are subject to inspection by building staff/management.

IMPORTANT

This is a residential condominium. No units, except for the doctor's office, may be used as a place of business. (BL Section 5.7)

All violations of any of the By Laws and Rules and Regulations are subject to fees starting at \$250.00 per occurrence.

Longfellow Hall Condominium Board of Managers

Contact Names and Information:

Building Manager – David Cohen

dcohen@kaled.com

Kaled Management

Tel. 516 876 4800 ext. 322

Building Superintendent – Luis Morillo

Apt. 117

Tel. 718 263 4128 / (cell) 917 560 9650

Hours: Tues. to Sat. 8:00am – 5:00pm

Off hours **Kaled Management emergency number:** 800 207 0392

Other staff names:

porter—Julio Stiles

doorman—Alfredo Ventura

weekend doorman—Henry Rodriguez

When moving, a note from the post office about forwarding mail

ID is required for forwarding mail

Secondary forms of identification

Aiming to clamp down on identity theft and protect customers' information, USPS is beefing up its procedures to verify your identity when you request a change of address. Now you must either show ID in person at your local post office or verify your identity online. A change of address request, or COA, must be submitted 90 days before the date of your move or up to 30 days after your move.

- Lease, mortgage or deed of trust
- Voter or vehicle registration card
- Home or vehicle insurance policy or card

The name and address on any secondary ID must match the old or new address on your change of address request

If you are doing it in person ...

If you are doing it online ...

Bring one of the following to your local post office:

An email address is required for online COA submission

- State issued driver's license or nondriver's license identification card (name and address must match the old or new address on your request)
- Uniformed Services Identification Card (requires a secondary form of identification)
- U.S. passport (requires a secondary form of identification)

- A onetime passcode or verification link will be texted to your cellphone
- A \$1.10 credit card identity verification fee will be charged to your credit card
- The billing address on the credit card must match either the old or the new address used in the COA request. Prepaid cards and gift cards are not accepted
- If the online verification fails, you'll have to visit the post office

A duplicate set of apartment keys MUST be supplied to our super, Luis Morillo. They will be stored in a secure lockbox and only be used in case of EMERGENCY. The super or building agent will try to contact you prior to any entry into your apartment.

Unit #: _____

I have received and read the Rules and Regulations of Longfellow Hall Condominium and will abide by these rules. The phone # of your choice is also used to program the intercom for your apt.

NAME (printed): _____

NAME (signature): _____

DATE: _____

Tel. No. (home): _____

Tel. No. (mobile): _____

Tel. No. (work): _____

Email: _____

I have received and read the Rules and Regulations of Longfellow Hall Condominium and will abide by these rules. The phone # of your choice is also used to program the intercom for your apt.

NAME (printed): _____

NAME (signature): _____

DATE: _____

Tel. No. (home): _____

Tel. No. (mobile): _____

Tel. No. (work): _____

Email: _____



© TM City of New York

NEW YORK CITY FIRE DEPARTMENT

2022-2023 Fire and Emergency Preparedness Bulletin
For New York City Apartment Buildings

APARTMENT BUILDING FIRE SAFETY

E-Bike Fire Safety (Fire Safety Hazards Associated with Powered Mobility Devices)



There have been over 140 e-bike and other lithium-ion structural fires in New York City in the first 10½ months of 2022 alone. Six persons died and 140 persons were injured in these fires. Apartments have been severely damaged.

WHAT YOU NEED TO KNOW ABOUT E-BIKE FIRE SAFETY
(SEE NEXT PAGE)

E-bikes, scooters, hoverboards and other mobility devices powered by lithium-ion batteries have become popular. Many people store and charge them in their apartments. However, the devices' lithium-ion batteries and chargers present serious fire safety hazards.

**Immediately stop charging your e-bike
and call 911 if you notice:**

- Fire or Smoke
- Battery overheating
- Change in battery shape or color
- Battery leaking
- Strange battery smell
- Battery making odd noises

Powered Mobility Device Fire Safety

BUY only e-bikes or other mobility devices that are **CERTIFIED** by nationally recognized testing laboratory. Look for symbols such as UL, ETL and CSA.

- **WHY?** The laboratories test these products to make sure they meet industry standards and are safe to operate under normal circumstances.

USE the original battery, power adapter and power cord supplied with the device, or a manufacturer-recommended and/or a testing laboratory-certified replacement.

- **NEVER use** unapproved batteries/chargers, even if they are much less expensive.
- **WHY?** Unapproved batteries or chargers may not be designed to work with an e-bike or e-bike battery.
- **RESULT:** An unapproved battery may overcharge, overheat and catch on fire.

PLUG the e-bike directly into an electrical wall outlet when charging.

- **NEVER charge** an e-bike or e-bike battery with an extension cord or power strip.
- **WHY?** Lithium-ion battery charging requires a lot of electrical current, more than most extension cords and power strips can handle.
- **RESULT:** The extension cord or power cord can overheat and cause a fire.

CHARGE your e-bike or other device in a safe facility, not in your apartment, if possible. Ask your building or employer if they can provide a safe charging and storage facility.

- **WHY?** Lithium-ion batteries store a lot of energy and when they overheat they release intense energy. Most apartments are unsprinklered and many furnishings and household items are highly combustible.
- **RESULT:** A fire in your apartment can be devastating.

MAKE SURE you have a way out of the apartment in the event of fire!

- **NEVER charge** your e-bike next to the apartment entrance door or any other place where it could prevent your escape.

MONITOR your e-bike or e-bike battery when it is being charged.

- **READ** the manufacturer's charging and storage instructions and follow them.
- **NEVER charge** the battery overnight or when you are not in the apartment.
- **NEVER charge** an e-bike or e-bike battery on or near your bed or couch, or close to drapes, papers or other combustible materials.

NOTICE DISCLOSING TENANTS' RIGHTS TO REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

Reasonable Accommodations

The New York State Human Rights Law requires housing providers to make reasonable accommodations or modifications to a building or living space to meet the needs of people with disabilities. For example, if you have a physical, mental, or medical impairment, you can ask your housing provider to make the common areas of your building accessible, or to change certain policies to meet your needs.

To request a reasonable accommodation, you should contact your property manager by calling 516-876-4800, or by e-mailing info@kaled.com. You will need to show your housing provider that you have a disability or health problem that interferes with your use of housing, and that your request for accommodation may be necessary to provide you equal access and opportunity to use and enjoy your housing or the amenities and services normally offered by your housing provider.

If you believe that you have been denied a reasonable accommodation for your disability, or that you were denied housing or retaliated against because you requested a reasonable accommodation, you can file a complaint with the New York State Division of Human Rights as described at the end of this notice.

Specifically, if you have a physical, mental, or medical impairment, you can request:

- Permission to change the interior of your housing unit to make it accessible (however, you are required to pay for these modifications, and in the case of a rental your housing provider may require that you restore the unit to its original condition when you move out);
- Changes to your housing provider's rules, policies, practices, or services;
- Changes to common areas of the building so you have an equal opportunity to use the building. The New York State Human Rights Law requires housing providers to pay for reasonable modifications to common use areas.

Examples of reasonable modifications and accommodations that may be requested under the New York State Human Rights Law include:

- If you have a mobility impairment, your housing provider may be required to provide you with a ramp or other reasonable means to permit you to enter and exit the building.
- If your doctor provides documentation that having an animal will assist with your disability, you should be permitted to have the animal in your home despite a "no pet" rule.
- If you need grab bars in your bathroom, you can request permission to install them at your own expense. If your housing was built for first occupancy after March 13, 1991 and the walls need to be reinforced for grab bars, your housing provider must pay for that to be done.
- If you have an impairment that requires a parking space close to your unit, you can request your housing provider to provide you with that parking space, or place you at the top of a waiting list if no adjacent spot is available.
- If you have a visual impairment and require printed notices in an alternative format such as large print font, or need notices to be made available to you electronically, you can request that accommodation from your landlord.

Required Accessibility Standards

All buildings constructed for use after March 13, 1991, are required to meet the following standards:

- Public and common areas must be readily accessible to and usable by persons with disabilities;
- All doors must be sufficiently wide to allow passage by persons in wheelchairs; and
- All multi-family buildings must contain accessible passageways, fixtures, outlets, thermostats, bathrooms, and kitchens.

If you believe that your building does not meet the required accessibility standards, you can file a complaint with the New York State Division of Human Rights.

How to File a Complaint

A complaint must be filed with the Division within one year of the alleged discriminatory act. You can find more information on your rights, and on the procedures for filing a complaint, by going to www.dhr.ny.gov, or by calling 1-888-392-3644 with questions about your rights. You can obtain a complaint form on the website, or one can be e-mailed or mailed to you. You can also call or e-mail a Division regional office. The regional offices are listed on the website.

NOTICE TO TENANT OF APPLICABILITY OR INAPPLICABILITY OF THE NEW YORK STATE GOOD CAUSE EVICTION LAW

This notice from your landlord serves to inform you of whether or not your unit/apartment/home is covered by the New York State Good Cause Eviction Law (Article 6-A of the Real Property Law) and, if applicable, the reason permitted under the New York State Good Cause Eviction Law that your landlord is not renewing your lease. Even if your apartment is not protected by Article 6-A, known as the New York State Good Cause Eviction Law, you may have other rights under other local, state, or federal laws and regulations concerning rents and evictions. This notice, which your landlord is required to fill out and give to you, does not constitute legal advice. You may wish to consult a lawyer if you have any questions about your rights under the New York State Good Cause Eviction Law or about this notice.

The sending of this notice does not vitiate any prior litigation notices or pleading served upon you, nor does the sending of this notice serve to revive or reinstate any previously terminated tenancy. The word "tenant" as recited in the notice is solely for identification purposes and not a statement of legal status. No admissions or concessions of an owner right or remedy may be construed from the text or sending of this notice.

NOTICE (THIS SHOULD BE FILLED OUT BY YOUR LANDLORD)

UNIT INFORMATION

STREET:
UNIT OR APARTMENT NUMBER:
CITY/TOWN/VILLAGE:
STATE:
ZIP CODE:

1. IS THIS UNIT SUBJECT TO ARTICLE 6-A OF THE REAL PROPERTY LAW, KNOWN AS THE NEW YORK STATE GOOD CAUSE EVICTION LAW? (PLEASE MARK APPLICABLE ANSWER)

YES

NO

2. IF THE UNIT IS EXEMPT FROM ARTICLE 6-A OF THE REAL PROPERTY LAW, WHY IS IT EXEMPT FROM THAT LAW? (PLEASE MARK ALL APPLICABLE EXEMPTIONS)

A. Village/Town/City outside of New York City has not adopted good cause eviction under section 213 of the Real Property Law;

B. Unit is owned by a "small landlord," as defined in subdivision 3 of section 211 of the Real Property Law, who owns no more than 10 units for small landlords located in New York City or the number of units established as the maximum amount a "small landlord" can own in the state by a local law of a village, town, or city, other than New York City, adopting the provisions of Article 6-A of the Real Property Law, known as the New York State Good Cause Eviction Law, or no more than 10 units, as applicable. In connection with any eviction proceeding in which the landlord claims an exemption from the provisions of Article 6-A of the Real Property Law, known as the New York State Good Cause Eviction Law, on the basis of being a small landlord, the landlord shall provide to the tenant or tenants subject to the proceeding the name of each natural person who owns or is a beneficial owner of, directly or indirectly, in whole or in part, the housing accommodation at issue in the proceeding, the number of units owned, jointly or separately, by each such natural person owner, and the addresses of any such units, excluding each natural person owner's principal residence. If the landlord is an entity, organized under the laws of this state or of any other jurisdiction, then such landlord shall provide to the tenant or tenants subject to the proceeding the name of each natural person with a direct or indirect ownership interest in such entity or any affiliated entity, the number of units owned, jointly or separately, by each such natural person owner, and the addresses of any such units, excluding each natural person owner's principal residence (exemption under subdivision 1 of section 214 of the Real Property Law);

C. Unit is located in an owner-occupied housing accommodation with no more than 10 units (exemption under subdivision 2 of section 214 of the Real Property Law);

D. Unit is subject to regulation of rents or evictions pursuant to local, state, or federal law (exemption under subdivision 5 of section 214 of the Real Property Law);

E. Unit must be affordable to tenants at a specific income level pursuant to statute, regulation, restrictive declaration, or pursuant to a regulatory agreement with a local, state, or federal government entity (exemption under subdivision 6 of section 214 of the Real Property Law);

F. Unit is on or within a housing accommodation owned as a condominium or cooperative, or unit is on or within a housing accommodation subject to an offering plan submitted to the office of the attorney general (exemption under subdivision 7 of section 214 of the Real Property Law);

G. Unit is in a housing accommodation that was issued a temporary or permanent certificate of occupancy within the past 30 years (only if building received the certificate on or after January 1st, 2009) (exemption under subdivision 8 of section 214 of the Real Property Law);

H. Unit is a seasonal use dwelling unit under subdivisions 4 and 5 of section 7-108 of the General Obligations Law (exemption under subdivision 9 of section 214 of the Real Property Law);

I. Unit is in a hospital as defined in subdivision 1 of section 2601 of the Public Health Law, continuing care retirement community licensed pursuant to Article 46 or 46-A of the Public Health Law, assisted living residence licensed pursuant to Article 46-B of the Public Health Law, adult care facility licensed pursuant to Article 7 of the Social Services Law, senior residential community that has submitted an offering plan to the attorney general, or not-for-profit independent

retirement community that offers personal emergency response, housekeeping, transportation and meals to their residents (exemption under subdivision 10 of section 214 of the Real Property Law);

___J. Unit is a manufactured home located on or in a manufactured home park as defined in section 233 of the Real Property Law (exemption under subdivision 11 of section 214 of the Real Property Law);

___K. Unit is a hotel room or other transient use covered by the definition of a class B multiple dwelling under subdivision 9 of section 4 of the Multiple Dwelling Law (exemption under subdivision 12 of section 214 of the Real Property Law);

___L. Unit is a dormitory owned and operated by an institution of higher education or a school (exemption under subdivision 13 of section 214 of the Real Property Law);

___M. Unit is within and for use by a religious facility or institution (exemption under subdivision 14 of section 214 of the Real Property Law);

___N. Unit has a monthly rent that is greater than the percent of fair market rent established in a local law of a village, town, or city, other than New York City, adopting the provisions of Article 6-A of the Real Property Law, known as the New York Good Cause Eviction Law, or 245 percent of the fair market rent, as applicable. Fair market rent refers to the figure published by the United States Department of Housing and Urban Development, for the county in which the housing accommodation is located, as shall be published by the Division of Housing and Community Renewal no later than August 1st in any given year. The Division of Housing and Community Renewal shall publish the fair market rent and 245 percent of the fair market rent for each unit type for which such fair market rent is published by the United States Department of Housing and Urban Development for each county in New York State in the annual publication required pursuant to subdivision 7 of section 211 of the Real Property Law (exemption under subdivision 15 of section 214 of the Real Property Law);

3. IF THIS UNIT IS SUBJECT TO ARTICLE 6-A OF THE REAL PROPERTY LAW, KNOWN AS THE NEW YORK STATE GOOD CAUSE EVICTION LAW, AND THIS NOTICE SERVES TO INFORM A TENANT THAT THE LANDLORD IS INCREASING THE RENT ABOVE THE THRESHOLD FOR PRESUMPTIVELY UNREASONABLE RENT INCREASES, WHAT IS THE LANDLORD'S JUSTIFICATION FOR INCREASING THE RENT ABOVE THE THRESHOLD FOR PRESUMPTIVELY UNREASONABLE RENT INCREASES? (A rent increase is presumptively unreasonable if the increase from the prior rent is greater than the lower of: (a) 5 percent plus the annual percentage change in the consumer price index for all urban consumers for all items as published by the United States Bureau of Labor Statistics for the region in which the housing accommodation is located, as published not later than August 1st of each year by the Division of Housing and Community Renewal; or (b) 10 percent.)

(PLEASE MARK AND FILL OUT THE APPLICABLE RESPONSE)

___A. The rent is not being increased above the threshold for presumptively unreasonable rent increases described above:

___B. The rent is being increased above the threshold for presumptively unreasonable rent increases described above:

___B-1: If the rent is being increased above the threshold for presumptively unreasonable rent increases described above, what is the justification for the increase:

4. IF THIS UNIT IS SUBJECT TO ARTICLE 6-A OF THE REAL PROPERTY LAW, KNOWN AS THE NEW YORK STATE GOOD CAUSE EVICTION LAW, AND THIS NOTICE SERVES TO INFORM A TENANT THAT THE LANDLORD IS NOT RENEWING A LEASE, WHAT IS THE GOOD CAUSE FOR NOT RENEWING THE LEASE? (PLEASE MARK ALL APPLICABLE REASONS)

___A. This unit is exempt from Article 6-A of the Real Property Law, known as the New York State Good Cause Eviction Law, for the reasons stated in response to question 2, above (IF THIS ANSWER IS CHECKED, NO OTHER ANSWERS TO THIS QUESTION SHOULD BE CHECKED):

___B. The tenant is receiving this notice in connection with a first lease or a renewal lease, so the landlord does not need to check any of the lawful reasons listed below for not renewing a lease under Article 6-A of the Real Property Law, known as the New York State Good Cause Eviction Law (IF THIS ANSWER IS CHECKED, NO OTHER ANSWERS TO THIS QUESTION SHOULD BE CHECKED):

___C. The landlord is not renewing the lease because the unit is sublet and the sublessor seeks in good faith to recover possession of the unit for their own personal use and occupancy (exemption under subdivision 3 of section 214 of the Real Property Law):

___D. The landlord is not renewing the lease because the possession, use or occupancy of the unit is solely incident to employment and the employment is being or has been lawfully terminated (exemption under subdivision 4 of section 214 of the Real Property Law):

___E. The landlord is not renewing the lease because the tenant has failed to pay rent due and owing, and the rent due or owing, or any part thereof, did not result from a rent increase which is unreasonable. A rent increase is presumptively unreasonable if the increase from the prior rent is greater than the lower of: (a) 5 percent plus the annual percentage change in the consumer price index for all urban consumers for all items as published by the United States Bureau of Labor Statistics for the region in which the housing accommodation is located, as published not later than August 1st of each year by the Division of Housing and Community Renewal; or (b) 10 percent (good cause for eviction under paragraph a of subdivision 1 of section 216 of the Real Property Law):

___F. The landlord is not renewing the lease because the tenant is violating a substantial obligation of their tenancy or breaching any of the landlord's rules and regulations governing the premises, other than the obligation to surrender possession of the premises, and the tenant has failed to cure the violation after written notice that the violation must cease within 10 days of receipt of the written notice. For this good cause to apply, the obligation the tenant violated cannot be an obligation that was imposed for the purpose of circumventing the intent of Article 6-A of the Real Property Law, known as the New York State Good Cause Eviction Law. The landlord's rules or regulations that the tenant has violated also must be reasonable and have been accepted in writing by the tenant or made a part of the lease at the beginning of the lease term (good cause for eviction under paragraph b of subdivision 1 of section 216 of the Real Property Law):

___G. The landlord is not renewing the lease because the tenant is either (a) committing or permitting a nuisance on the unit or the premises; (b) maliciously or grossly negligently causing substantial damage to the unit or the premises; (c) interfering with the landlord's, another tenant's, or occupants of the same or an adjacent building or structure's comfort and safety (good cause for eviction under paragraph c of subdivision 1 of section 216 of the Real Property Law);

___H. The landlord is not renewing the lease because the tenant's occupancy of the unit violates law and the landlord is subject to civil or criminal penalties for continuing to let the tenant occupy the unit. For this good cause to apply, a state or municipal agency having jurisdiction must have issued an order requiring the tenant to vacate the unit. No tenant shall be removed from possession of a unit on this basis unless the court finds that the cure of the violation of law requires the removal of the tenant and that the landlord did not, through neglect or deliberate action or failure to act, create the condition necessitating the vacate order. If the landlord does not try to cure the conditions causing the violation of the law, the tenant has the right to pay or secure payment, in a manner satisfactory to the court, to cure the violation. Any tenant expenditures to cure the violation shall be applied against rent owed to the landlord. Even if removal of a tenant is absolutely essential to the tenant's health and safety, the tenant shall be entitled to resume possession at such time as the dangerous conditions have been removed. The tenant also retains the right to bring an action for monetary damages against the landlord or to otherwise compel the landlord to comply with all applicable state or municipal housing codes (good cause for eviction under paragraph d of subdivision 1 of section 216 of the Real Property Law);

___I. The landlord is not renewing the lease because the tenant is using or permitting the unit or premises to be used for an illegal purpose (good cause for eviction under paragraph e of subdivision 1 of section 216 of the Real Property Law);

___J. The landlord is not renewing the lease because the tenant has unreasonably refused the landlord access to the unit for the purposes of making necessary repairs or improvements required by law or for the purposes of showing the premises to a prospective purchaser, mortgagee, or other person with a legitimate interest in the premises (good cause for eviction under paragraph f of subdivision 1 of section 216 of the Real Property Law);

___K. The landlord is not renewing the lease because the landlord seeks in good faith to recover possession of the unit for the landlord's personal use and occupancy as the landlord's principal residence, or for the personal use and occupancy as a principal residence by the landlord's spouse, domestic partner, child, stepchild, parent, step-parent, sibling, grandparent, grandchild, parent-in-law, or sibling-in-law. The landlord can only recover the unit for these purposes if there is no other suitable housing accommodation in the building that is available. Under no circumstances can the landlord recover the unit for these purposes if the tenant is (a) 65 years old or older; or (b) a "disabled person" as defined in subdivision 6 of section 211 of the Real Property Law. To establish this good cause in an eviction proceeding, the landlord must establish good faith to recover possession of a housing accommodation for the uses described herein by clear and convincing evidence (good cause for eviction under paragraph g of subdivision 1 of section 216 of the Real Property Law);

___L. The landlord is not renewing the lease because the landlord in good faith seeks to demolish the housing accommodation. To establish this good cause in an eviction proceeding, the landlord must establish good faith to demolish the housing accommodation by clear and convincing evidence (good cause for eviction under paragraph h of subdivision 1 of section 216 of the Real Property Law);

___M. The landlord is not renewing the lease because the landlord seeks in good faith to withdraw the unit from the housing rental market. To establish this good cause in an eviction proceeding, the landlord must establish good faith to withdraw the unit from the rental housing market by clear and convincing evidence (good cause for eviction under paragraph i of subdivision 1 of section 216 of the Real Property Law);

___N. The landlord is not renewing the lease because the tenant has failed to agree to reasonable changes at lease renewal, including reasonable increases in rent, and the landlord gave written notice of the changes to the lease to the tenant at least 30 days, but no more than 90 days, before the current lease expired. A rent increase is presumptively unreasonable if the increase from the prior rent is greater than the lower of: (a) 5 percent plus the annual percentage change in the consumer price index for all urban consumers for all items as published by the United States Bureau of Labor Statistics for the region in which the housing accommodation is located, as published by August 1st of each year by the Division of Housing and Community Renewal; or (b) 10 percent (good cause for eviction under paragraph j of subdivision 1 of section 216 of the Real Property Law);

I acknowledge receipt of the Good Cause Eviction Law Notice

Tenant Date

Tenant Date

Are your units A/C Safe? Don't risk a safety violation.

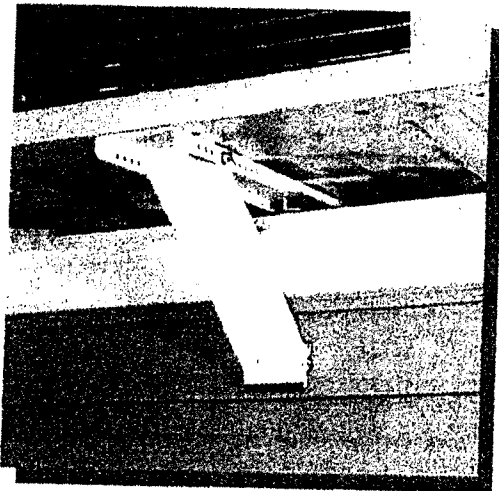
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air conditioner safety.

If one a/c is not secure, your entire
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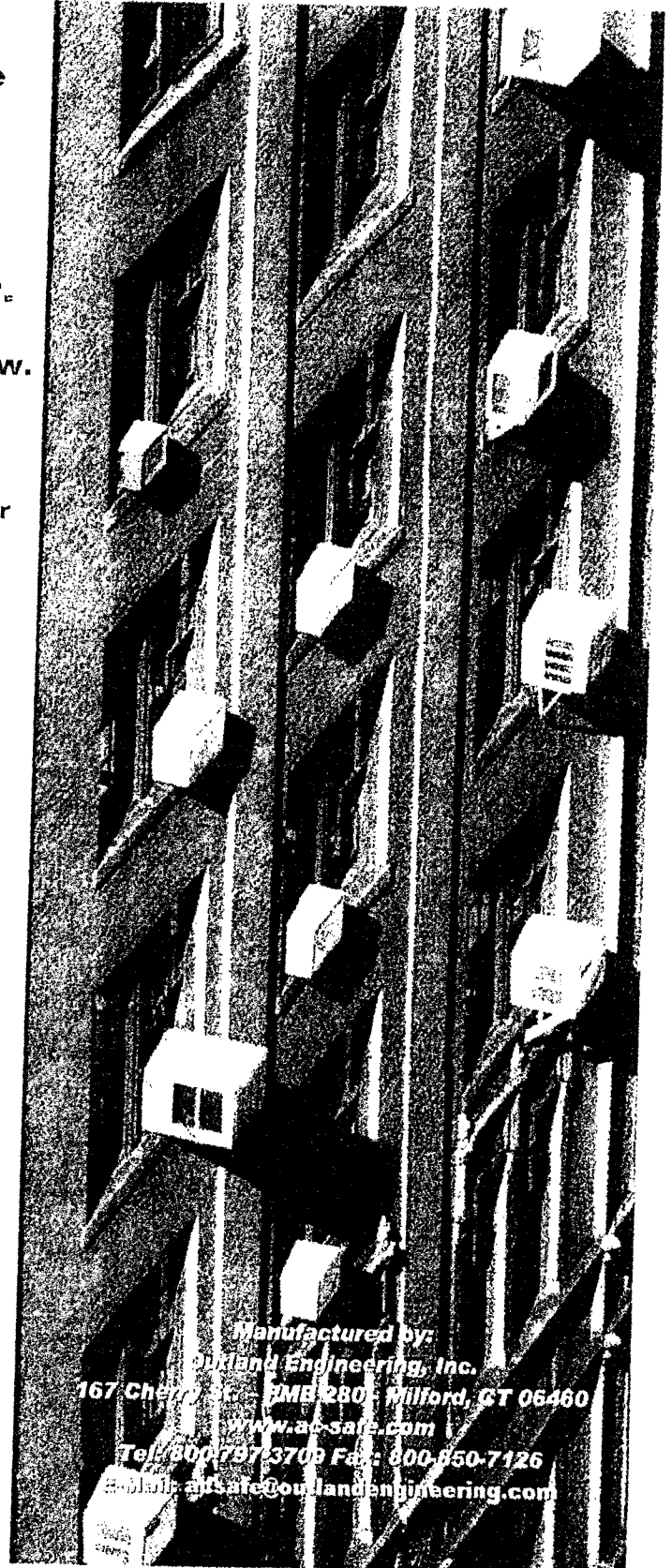


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E-Mail: acsafe@outlandengineering.com

Longfellow Hall Condominium

111-14 76th Avenue
Forest Hills, NY 11375

August 2021

Dear Unit Owner/Residents:

Longfellow Hall Condominium is hereby giving notice to all residents and owners of the Condo's smoking policy pursuant to New York City's newly enacted Local Law 147/2017 which policy is in accord with the existing NYC 2002 Smoke Free Air Act (the "Act"). This act was implemented due to the fact that the harmful effects of secondhand smoke caused by indoor smoking are simply too great to ignore.

Longfellow Hall Condominium has been and will continue to be in compliance with the Act and be smoke-free in all enclosed areas except within a unit owner's actual dwelling unit and all common outdoor areas except as below. This means that there will be no carrying or use of a lit tobacco product, including e-cigarettes, hookahs and vaporizers (meaning any electronic device that provides a vapor of liquid nicotine and/or other substances to the user as she or he simulates smoking), in any indoor common spaces including but not limited to, porches, vestibules, laundry rooms, garages/parking lots, playgrounds and as may otherwise be prohibited by law. In addition, smoking shall be forbidden on any terraces within the apartments or within 100 feet of any entrance to the building that make up the condominium.

- The Condo's smoking policy always has been, and will continue to be, applicable to all owners, renters, invitees of tenants, guests and any other person on the premises, maintenance personnel and staff.
- In accordance with Local Law 147, in the event a unit owner shall rent his/her unit, the unit owner must incorporate this smoking policy into any rental. Any unit owner selling the shares appurtenant to their unit must incorporate this smoking policy into the contract of sale. The Condo notes that Local Law 147 provides for civil penalties levied by the Board of Health in the event these required disclosures are not complied with; specifically, Local Law 147 provides for civil penalties in the event of any violation as follows: First violation: \$200 to \$400; Second violation, if within 12-months of first violation: \$500 to \$1000; Third or subsequent violation, within 12-month period: \$1000 to \$2000
- The Board will be amending the Condo House Rules to incorporate the Condo's smoking policy set forth above in accordance with Local Law 147.

Thank you for your cooperation and compliance with the Condo's smoking policy and the Act.

Very truly yours,
Board of Managers

Longfellow Hall Condominium

A condo is having your own house, sitting side by side next to other houses, but within a building. The area within the unit's walls is your house & your responsibility. The areas between & above & below each unit are part of the *common areas*, as are the hallways, compactor rooms, stairwells, lobby, roof, all basement rooms including the laundry room, and the land around the building. The condo is responsible for the repair and maintenance of the common areas.

Therefore, technically, each owner is responsible for repairs *within the walls of their unit*. Also, if you are a renter and something within your rented unit needs repair, the owner of your unit is responsible for the repair.

However, the building would encourage owners and renters to report any leaks or dangerous situations to our superintendent, as we wish to avoid damage to other units*.

Examples of the type of repairs for which the building is NOT responsible would be:

- if the refrigerator or other appliances are not working properly (however, if you smell gas or your gas stove/oven or connection is not functioning properly, notify National Grid immediately. Do not turn on lights or use matches.)
- if a light fixture needs installation (use common sense—if you suspect electrical wiring is at fault, please notify the super.)
- if faucets need repair
- installation of air conditioners (see House Rules for proper installation requirements) or hanging blinds

Examples of the type of repairs for which the building IS responsible would be:

- the lead pan under your shower started leaking
- any leak into your unit caused by faulty mortar or cracked bricks or the roof
- the pipes in the wall behind your toilet, shower, bathtub, or sinks that cause leaking into another unit
- the lock on your mailbox is broken
- in the winter, if it is too hot from the radiators and you would like to turn one or more of the radiators off, you MUST ask the super to do it as he knows how to do it properly so NO LEAKS happen.

Use common sense! The above are *examples*.

***PLEASE ASK THE SUPER TO EXAMINE THE PROBLEM. HE WILL THEN BE ABLE TO DETERMINE IF THIS IS AN EMERGENCY OR IF THIS IS SOMETHING:**

- he can or should fix, or if the building needs to call in an outside supplier
- you, as the owner, need to hire someone to fix the problem
- you, as the renter, need to contact your owner to hire someone to fix the problem
- where the super may suggest an outside repair company (as in the case of a faulty refrigerator)

As a last item, if possible, please supply the super with an extra set of your door keys that he stores in a lockbox. These keys would only be used either with your permission or if there is an actual emergency situation.

Please honor the super's days off (Sunday & Monday) unless it really is an emergency. Thank you for your cooperation

Longfellow Hall Condominium

October 2021

Dear Cat Owners,

It would be very much appreciated, after feeding cat food to your furry friend, if you would make sure to please thoroughly rinse the cans as per the House Rules section on Recycling.

If you have been doing this, great!

If not, please do so as the staff cannot put dirty cans in with the recycling. Also, we do not want to attract vermin with cans that may still have bits of food in them. If you want to accumulate some cans before putting them in recycling, clean them and place them in a plastic bag before you put them out.

We thank you in advance for your cooperation.

Longfellow Hall Management

How to Compost

Compost is collected weekly on your recycling day!

Leaf and Yard Waste

Separation is mandatory.

Place in any labeled bin (55 gallons or less) with a secure lid or in your DSNY brown bin, paper lawn and leaf bags, or clear plastic bags.

Bundle twigs and branches with twine and place on curb next to bins or bags.



Food Scraps and Food-soiled Paper

Place in any labeled bin (55 gallons or less) with a secure lid or in your DSNY brown bin.

Line your bin with a bag to keep it clean.

Tie the bag closed before putting the bin on the curb for collection.

Write your address on your bin.



Note: No commercial landscaper waste allowed. All food waste must be placed in a bin with a secure lid. Do not place bags of food waste directly on the curb. You can mix food waste with leaf and yard waste **only** when using a bin with a secure lid.

Tips for Separating Food Waste Inside Your Home

- Line your kitchen container with a bag.
- Clean your containers frequently.
- Store scraps in the freezer to prevent odors.

