
INSTRUCTION TO PROSPECTIVE RENTERS (Applicant)

RENTAL APPLICATION

The application package must be completed prior to the actual rental of your apartment. Please complete the enclosed forms and submit with the following:

1. ☐ Income proofs
 - a. ☐ One (1) year tax returns and W-2
 - b. ☐ Three (3) months of pay stubs
 - c. ☐ Fund proof of one (1) year of rent amount in bank (For students and non-resident aliens only)
 - d. ☐ Guarantor Agreement, guarantor must have more than \$70,000 annual income. (For students and non-resident aliens only)
 - e. ☐ Background Check Report by TransUnion or Experian

2. ☐ **Payments must be submitted (All make certified bank check or money order payable to Centennial Astoria LLC)**

☐ **One Month Rent Deposit**

☐ **One Month Rent Payment**

☐ **\$500.00 Move in / Move Out Damage Deposit** – payable by Renter.

This will insure against damages that may be caused by moving in/ moving out. Once inspected by the superintendent, if no damage was caused the checks will be returned. Please keep your receipt, as the same damage deposit provided to the management office will be returned to you.

Sign acknowledgement on the following pages: 4, 5, 6, 17;

PLEASE BE ADVISED, NO RENTER WILL BE GRANTED MOVE IN APPROVAL IF THERE IS A BALANCE DUE TO THE LANDLORD.

Sincerely,

Centennial Astoria LLC

Centennial Astoria LLC
14-53/55 31st Avenue,
Astoria, NY 11106
Tel: 347-636-9903
Email: CentennialAstoria@gmail.com

APPLICANT INFORMATION

Apartment Address: 14-53/55 31st Avenue, Astoria, NY 11106

Date of Application: _____

Apartment #: _____

Desired Move-in Date: _____

Do you want to be on the parking waitlist ? _____

APPLICANT: Name: _____ Male Female

Date of Birth: _____ Buyer Tel #: _____ Home #: _____

Social Security Number: _____ Cell #: _____

Citizenship Status: _____ Work #: _____

Education (highest level): _____ Email: _____

Occupation: _____

Current Address: _____

Dates of Residence: from _____ to _____ Rent \$: _____

Employment Information:

Employer: _____ Employer Tel #: _____

Employer Address: _____

Annual Employment Income: _____

Other Income: _____ Explain: _____

Emergency Contact (1): _____ **Relation:** _____

Phone # Home: _____ **Cell:** _____ **Work:** _____

Email: _____ **Address:** _____

Emergency Contact (2): _____ **Relation:** _____

Phone # Home: _____ **Cell:** _____ **Work:** _____

Email: _____ **Address:** _____

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PERSONAL INFORMATION (APPLICATION INFORMATION)

OTHER OCCUPANTS:

Total number of Persons to Occupy Apartment: _____

List all other occupants who will live in the apartment (Names, Age and Relationship to Applicants):

Full Name	Age	Relationship to Applicant	Contact Information (Email & Phone Number)

Photo identification of all occupants must be submitted with completed Renter Application.

Pets: Yes No

If yes, please list type of pets: _____

If documents are missing from this Renter Application, who would you like us to contact?

Name: _____

Phone No.: _____

Email: _____

Best Time to Reach: _____

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AUTHORIZATION

Please Read Carefully Before Signing

In considering this Rental Application from you (the “Applicant(s)”), **Centennial Astoria LLC**, will rely heavily on the information which you have supplied. It is important that the information be accurate and complete. By signing this Authorization, you represent and warrant the accuracy of the information, and you authorize the Landlord to verify references that you have listed, (contact individuals listed) in the Rental Application, obtain copies of credit and financial information, and agree to hold such persons harmless with respect to any information they may give out. All original applications and any attached documents are not returnable.

Signed: _____ **Date:** _____

RECYCLING RIDER

1. Renter agrees, at his sole cost and expense, to comply with all present and future laws, orders, and regulations of all state, federal, municipal and local governments, departments, commissions, and boards regarding the collection, sorting, separation, and recycling of waste products, garbage, refuse and trash in categories as provided by law, and in accordance with the rules and regulations adopted by **Centennial Astoria LLC** (the "Landlord") for the sorting and separating of such designated recyclable materials. Renter shall comply with the requirement to rinse recyclable bottles and containers before placing them in designated receptacles, in accordance with the law and local regulations.

2. The Landlord reserves the right, where permitted by law, to refuse to collect or accept from Renter, waste products, garbage or trash, which is not, separated and sorted as required by law. Where permitted by law, The Landlord reserves the right to require the Renter to arrange for such a collection, at the Renter's sole cost and expense, utilizing a contractor satisfactory to the Landlord.

3. Renter shall pay all costs, expenses, fines, penalties, or damages which may be imposed on the Landlord by reason of the renter's failure to comply with the provisions of this paragraph, and at the Renter's sole cost and expense, Renter shall indemnify, defend, and hold harmless the Landlord (including legal fees and expenses) from and against any actions, claims, and suits arising from such Renter's non-compliance, utilizing counsel reasonably satisfactory to the Landlord, if the Landlord so elects. Renter's failure to comply with this paragraph shall constitute a violation of a substantial obligation of the tenancy, local statute and the Landlord's rules and regulations. Renter shall be liable to the Landlord for any cost, expenses, or disbursements, including attorney's fees, of any action or proceeding by the Landlord against the Renter, predicted upon the Renter's breach of this agreement. The Renter understands that local regulations governing recycling make residents liable for noncompliance.

Date: _____

Applicant: _____

Signature: _____

Apartment: _____

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HOUSE RULES ACKNOWLEDGEMENT

ACKNOWLEDGEMENT

I/We hereby acknowledge that I/we have been presented, read, understood and agree to abide by the House Rule and Regulations of **Centennial Astoria LLC**. I/We understand that failure to abide by the House Rules and Regulations may result in punitive action being taken against me/us by the Landlord, including, but not limited to, the imposition of fines.

Tenant:

Signature: _____

Address:

Date:

A copy of the House Rules and Regulations is attached at the end of this application for your records.

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HOUSE RULES ACKNOWLEDGEMENT

Apartment Key Rider

Unit:

Centennial Astoria LLC and/or the managing agent should have keys to all apartments so we can gain entrance in case of emergency.

We are requesting residents to do the following:

1. If management does not have keys for your apartment, please give a set to your Property Management Company.
2. Please physically try them in your door to determine if the keys are current.
3. Keys left at the front desk are not the responsibility of the building.
4. If you are a new resident, it is advised that your locks be changed and that you give a set of keys to the Managing agent.

The keys kept by the management office will be used for emergency purposes only. Emergency includes: fire, flood, robbery, injury, gas, lost keys, etc.

This rider is not written to alarm you, but to protect residents and property. If the building does not have keys and an emergency occurs, the staff would have no alternative but to break the door for which you would be responsible.

In addition, in case of an emergency, time is an important element.

Thank you in advance for your cooperation.

Tenant:

Signature:

Apt #:

Date:

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**PLEASE RETAIN THE FOLLOWING
INFORMATION FOR YOUR RECORDS**

CENTENNIAL ASTORIA LLC

HOUSE RULES

1. INTRODUCTION:

The following are the House Rules adopted by the Board of Managers of Centennial Astoria LLC. These rules apply to all Residents (Tenants and Guests) of the building and shall be enforced.

It is the responsibility of Renter(s) and his/her guests to follow these House Rules. If Tenant(s) or his /her guests fail to abide by the House Rules, Tenant(s) on the lease will be fined.

These rules supplement the requirements of the Bylaws, Board of Fire Underwriters and Insurance authorities, and laws and other government rules and regulations that deal with the occupancy or use of apartments.

Any consent or approval given under these House Rules by the Board of Managers shall be revocable at any time.

These House Rules may be amended, added to or repealed at any time, by resolution of the Board of Managers.

2. USE OF PREMISES

All Tenants and Renters are **recommended** to carry Renter's Insurance coverage.

- a. Rent payments are due on the first of each month. Any payments received after the tenth of the month will incur a late penalty charge*. If you are late more than three times in a twelve (12) month period, your penalty for late payment will increase.*
- b. No resident shall send any employee of the Landlord out of the Building for any private business, nor shall any resident hire any employee for any private business during such employee's normal work schedule. Complaints regarding any employee of the Building must be directed in writing to the Management Company.
- c. Barbequing is permitted on the patios, but only with electric grills. The use of fuels such as wood, charcoal, propane, natural gas, or lighter fluid is not allowed.

- d. Recyclables shall be placed into appropriate receptacles, and garbage should be double bagged when necessary before throwing down chute in compactor rooms.
- e. All residents who employ domestic or part time help are responsible for instructing and supervising such help in disposing of garbage and recyclables and conforming to these house rules.
- f. No commercial activity of any kind (including but not limited to; movie shoots, massage parlor, gym classes, any forms of subleasing, etc.) shall be conducted anywhere within the building (common areas or inside of condo units). Airbnb's are strictly prohibited. Violators will be fined \$1000.00.
- g. No subleasing is allowed.
- h. No renovation and alteration is allowed without Centennial Astoria LLC's (Landlord) written consent. Centennial Astoria LLC or the management company or superintendent is responsible for all repairs and renovations and alterations approved by Landlord. Renters may bill for the costs.

3. MOVING IN/OUT AND LARGE DELIVERIES

- a. Any resident planning to Move in or out of the building or pertaining to a Large Delivery must notify the Management Company at least five (5) business days in advance. **MOVING CANNOT BEGIN BEFORE 9:00 A.M. AND MUST BE COMPLETED BY 5:00 P.M. MOVING CAN BE SCHEDULED MONDAY THROUGH SATURDAY.**
- b. A Certificate of Insurance (COI) from the moving/delivery company must be provided to the Management Company at least 48 hours prior to the date that the move in/move out or delivery is scheduled to take place. Such COI must include the date and approximate time the move in/move out is scheduled to occur.
- o The COI must list the following as the Certificate holder:
 - Centennial Astoria LLC, 14-55 31st Avenue, Astoria, NY 11106
- o The COI must list the following as Additional Insured:
 - Highrise Property Management, LLC, 28-60 31st St. Astoria, NY 11002
- c. A Refundable \$500.00 Move In / Move out Damage Deposit. Payable by Renter. Make a certified bank check or money order payable to Centennial Astoria LLC. Moving in or out shall not take place unless a security deposit* (one check for move in and one check for move out, payable to Centennial Astoria LLC) is submitted to the Landlord

/Management Company prior to the move in or move out. Failure to move in or out within the designated hours will result in the security deposit being forfeited. Any damage caused in the process of moving is solely the responsibility of the resident, and the cost of the repairs shall be deducted from the security deposit and any excess charged to the Tenant(s).

- d. On any move in or move out, all residents must arrange with Management, in advance, so that appropriate preparations can be made to protect the Building including, but not limited to, padding in elevators, protective mats in lobby, and rubber wheels on all moving equipment.
- e. As noted below, the Lobby front entrance may not be used for any move-in/out or delivery activities. Movers or delivery companies shall use the first floor garage entrance and garage side entrance.

f. SMALL ITEMS, DELIVERIES OR PICK-UPS

Building staff (security personnel, porter, management etc.) are not responsible for any items (laundry, dry cleaning, Fresh Direct, keys, USPS, UPS, FedEx, DHL, etc. packages, or personal effects) delivered to or scheduled to be picked up from the lobby or the front desk.

Under no circumstances can items for pick up or delivered items (e.g. laundry) be left in the lobby for more than 12 hours. Violators of this rule are subject to fines per occurrence*.

4. PUBLIC/COMMON AREAS

HALLWAYS, STAIRWAYS, ELEVATORS, AND LOBBY AREAS: the public halls, stairways or any other common areas of the building shall not be obstructed or used for any purpose other than to enter and exit the apartments in the building.

- a. No public hall of the Building shall be decorated or furnished by any resident in any manner without the prior consent of the Board of Managers.
- b. No articles—including but not limited to shoes, sandals, umbrellas, strollers, skate boards, bicycles, scooters, shopping carts, bags of garbage, doormats, empty boxes, or water cooler bottles shall be allowed to stand in public halls or passageway areas of the Building.
- c. No article shall be placed in or on the staircase landings nor shall anything be hung or shaken from the doors, windows, or balconies, or placed upon the exterior of the

Building.

- d. For their safety, children under 18 years of age shall not be permitted to run or play in the lobby, public halls, stairways, or elevators or any other common areas. They should always be under direct adult supervision at all times if on the recreational areas or any other common areas.
- e. **ANY DEFACEMENT OF COMMON AREAS**---including, but not limited to corridors, walls, doors, elevators, or building notices---by a resident, a guest, or employee of a resident, will be repaired by the Landlord and charged back to the Tenant as an additional fee in his or her monthly rent bill. **THERE IS ALSO A FINE* THAT WILL APPEAR ON YOUR MONTHLY RENT WITH THE COST OF THE REPAIRS. IN ADDITION, THE LANDLORD RESERVES THE RIGHT TO PROSECUTE THE ACTION WITH LOCAL LAW ENFORCEMENT AUTHORITY.**
- f. Pet owners are responsible for cleaning up after their pets if they urinate, defecate, or vomit in the building common areas (e.g. elevators, hallways, parking areas, sidewalks outside the building, or other public areas). Clean up by the resident must immediately follow any such incident. The building staff is not required to clean up after residents' pets.
- g. For the safety of other pets and residents, all pet owners and dog walkers must keep all pets on a leash while on the elevators or in any of the public/common areas of the Building in which pets are allowed. This is also a requirement of New York City local law. Therefore, in addition to LANDLORD fines*, violators of this pet leash rule will be reported to the city and subject to additional civil penalties. No pets or animals are allowed on the roof, roof decks. Pets or other animals are not allowed to roam freely (unleashed) in the halls, garage, lobby, or other common areas. No pigeons, cats, or other birds or animals shall be fed from the windows, terraces, patios, roof, sidewalk, or other outdoor portions of the Building. To prevent rodent infestation, no Tenant(s) shall leave unattended food anywhere on or near building property or common areas.
- h. Only Tenant(s) and guests accompanied by occupants listed on the rental application are allowed to use or have access to the building's common areas.
- i. No vehicle belonging to a resident or to a member of the family, or guest, subtenant, or employee of a resident shall be parked in such manner as to impede or prevent ready access to the entrance of the Building, or to the parking garages, or impede traffic within the garage. If a vehicle impedes traffic within the garage, it will be towed at the vehicle owner's expense and the related Parking Space Tenant will be fined*. No oil changes, other maintenance or repairs including washing of any kind are allowed in the garage. Garage area must not be used as a storage area; any material stored or left in the garage will be discarded. Vehicles, property or other items in the garage are permitted at your own risk. The LANDLORD will not be responsible for any such items listed above.

- j. CITY ORDINANCES PROHIBIT SMOKING IN THE LOBBY, HALLS, ELEVATORS, GARAGE AND OTHER COMMON AREAS. Violators will be fined*.**
- k. GARAGE AREAS:** Residents using the garage facilities of the Building shall keep the facilities in an orderly, clean, and safe manner, free from dangerous and hazardous materials.

Residents who do not maintain their areas pursuant to these house rules, and fail to cure deficient conditions within 30 days after written notice, shall be subject to a denial of parking space usage for a minimum period of one year, and be subject to a fine*. Garage units may be subject to a fine for failure to comply.

Residents shall not keep any flammable, volatile, explosive, or otherwise prohibited or dangerous materials or liquids in any of the recreational common areas and garage. Prohibited items that may not be kept or stored in the garage, include but are not limited to the following: mercury, household cleaners, oil-based paints or varnish, aerosol cans, fuel, lithium batteries, fireworks, matches, lighter fluid, explosives, acid, gasoline, natural gas or propane canisters. Any such dangerous materials are subject to removal by Management without notice and violators will be fined.

5. BUILDING APPEARANCE

- a. No window air conditioning units or ventilators shall protrude out of any window or air conditioning vent of the building without prior written approval from the Board of Managers.
- b. No sign, notice, advertisement, or illumination, with the exception of temporary modest holiday decorations, shall be exposed at any window or other part of the Building without the prior written approval of the Board of Managers.
- c. NO SATELLITE DISH, RADIO, OR TELEVISION AERIAL WIRE, and the like, shall be attached to or hung from any part of the exterior of the building without prior written approval of the Board of Managers. The cost of removing such item(s) shall be charged back to the Tenant(s).
- d. No Resident shall place any adornment, fencing, covering, sheathing, wooden coverings, or any other type of attachment, covering, addition, on any patio or balcony, or make any temporary or permanent modification affixed to any balcony, terrace, or patio without prior Board approval.

6. QUIET ENJOYMENT

- a. No resident shall make or permit any disturbing noises in the Building or do, or permit

anything to be done therein which will unreasonably interfere with the rights, comforts or convenience of other residents. Residents may not permit any pet or animal to cause unreasonable noise at any time. Violators will be fined*

- b. No resident shall create any unreasonable noise at any time. Particularly during the hours of 11:00 PM to 8:00 AM, residents should respect the rights of their neighbors to the quiet enjoyment of the premises. Violators of this rule will be fined*. New York City local law also forbids unreasonable noise. Therefore, in addition to LANDLORD fines*, violators of this noise rule will be reported to the city and subject to additional civil penalties.
- c. **NO construction or repair work or other installation may be made by Tenant(s). Related works can only done by the Management Company and/or the Landlord. Prior approval from the Landlord and notification to the Management Company are needed. When the schedule is set an appointment will be made with the Tenant(s). The Board of Managers reserves the right to make special exceptions to these rules.**

7. DISPOSAL OF REFUSE AND OTHER ITEMS

Garbage, refuse, and recyclables from the apartments shall be disposed of only at such times and in such manner as the Board of Managers of the building may direct. The following rules must be obeyed at all times and failure to comply will result in a fine*:

The following items must not be thrown down the chute:

Carpet sweepings containing naphthalene, contents of vacuum cleaner bags, moth balls or flakes, floor scrapings, plastic wrappings or covers, oil soaked rags, paint or aerosol cans, dust or dirt or any other flammable, explosive, highly combustible substance, liquids, loose cat litter, hangers, boxes, crates, wood or other soil matter must be appropriately bagged, labeled and brought down to the garbage area.

All loose cat and animal litter must be double or triple bagged and brought down to the first floor parking area AND NOT THROWN DOWN THE CHUTE.

Lighted materials such as cigarettes or cigar butts must never be thrown down the chute.

- a. Do not force garbage down the chute. Debris and garbage must be securely wrapped or bagged and only placed down the chute if it fits. Debris must be completely drip-free or in a drop-proof container and carried to the basement in a careful manner then placed into the appropriate garbage can for disposal.

- b. No bottles or cans shall be dropped down the chute. Such items shall be place in the appropriate containers in the recycle room on each floor.
- c. Cartons, boxes, crates, sticks of wood or other solid matter shall not be stuffed into the chute. These should be placed in the appropriate container in the recycle room or taken down to the first floor garbage area. Residents are responsible for breaking down their boxes.
- d. **All diapers, liquids and pet waste must be double bagged and taken to the cellar's garbage area and not put down the chute. –Throwing these items down the chute, will lead to fines.**
- e. Building staff shall be notified immediately of any dripping, or moist refuse, appearing on recycle floor, chute or corridors.
- f. All bulky cardboard items and boxes must be taken down to the garbage area in the first floor garage.
- g. All recycle materials (papers, cans, bottles, etc.) must be placed in the appropriately labeled recycle bins. All other garbage must be appropriately and securely bagged, and placed down the chute with the noted exceptions above.
- h. All recyclables cardboard items and boxes must be taken down to the garbage area in the first floor garage
- i. To avoid rodent problems, all plastic food containers and bottles should be thoroughly rinsed before placement in the recycle bins.

Recyclables: Disposal of refuse is subject to local laws and regulations regarding recycling of trash. In accordance with those laws, trash must be separated into “recyclable” (i.e. bottles, cans, and paper) and “non-recyclable” materials as posted on the recycle room wall. Residents must comply with those instructions. Costs or fines incurred due to a resident’s failure to abide by these instructions will be charged back to the resident as additional Rent.

Those items, that can be recycled, should be placed in the respective containers provided for their disposal.

Bulk Items: The LANDLORD is not responsible for the removal of bulk items. All costs incurred for the removal of bulk items will be charged to residents. Examples of bulk items are mattresses, appliances, rugs, air conditioners, construction material, large cartons and furniture.

It is recommended that when a new bulky item is delivered, you arrange to have the delivery company also remove the item you are replacing during the hours of Monday through Friday 9:00AM to 5:00PM

8. PEST CONTROL

- a. The agents of the Board of Managers, and any contractor or workman authorized by the Board of Managers or the Management Company, may enter any apartment, on notice, at any reasonable hour of the day to determine what measures are necessary or desirable to control or exterminate any vermin, insects or other pests and may take such measures as may be deemed necessary
- b. If the Board of Managers, or the Management Company takes measures to control or exterminate carpet beetles, or any other pests directly related to pet ownership the cost thereof shall be payable by the resident, as additional Rent.
- c. Exterminator service is available to all residents on a regular ongoing basis. To receive these services please contact the Management Company, such services shall be paid by the Tenant(s) of the condo.

9. MONITORING OF LOBBY DOORS

For security and safety of all residents in the building it is the responsibility of all occupants and Tenant(s) to make sure the garage doors are closed after delivery.

Lobby doors are to remain closed at all times for security purposes. No resident, guest or tenant is permitted to block or leave any entry way door ajar at any time.

During the hours of 11PM and 7AM (with the exception of Tenants, and their VIP guests) all persons desiring to enter the building will have to use the intercom by the front doors to get clearance from the Tenant(s).

10. ROOF DECK RULES AND REGULATIONS (Violations subject to fines*)

No residents are allowed to use the roof deck without authorization.

12. RECREATIONAL COMMON AREAS RULES AND REGULATIONS (Violations subject to fines*)

1. Only residents and guests accompanying residents are allowed to use the Recreational Common Areas.
2. Children under 18 years of age must be accompanied by an adult while in the Recreational Common Areas.
3. Smoking is not permitted in the Recreational Common Areas.

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4. Any furniture, toys, decorations, or other items that are brought into the Recreational Rooms must be removed or stored when you leave. ALL toys, portable play equipment, etc. brought to the recreational common areas must be stored in the closet or removed when you leave. If such items are found in the common room they will be removed and disposed of by staff. ALL refuse and trash must be removed and properly disposed of down the trash chute, in recycle bins.
5. The Condo will not be held responsible to any personal items left in any of the Recreational Common Areas.
6. No pets are allowed in any of the Recreational Common Areas, AT ANYTIME.
7. No excessive or unreasonable noise that imposes on the quiet enjoyment of others shall be allowed in any of the Recreational Common Areas.
8. Sleeping overnight is not permitted in any of the Recreational Common Areas.

The purpose of these building amenities is for the quiet enjoyment of all of our Tenant(s) - please be respectful of your neighbors.

These House Rules will be strictly enforced. Any violation of the House Rules will be subject to penalties and/or fines, and if legal action is necessary, all legal fees will be charged to the offending shareholder. Any questions by Tenant(s) should be referred to the Management Company.

*** FINES ARE DETAILED IN THE ATTACHED APPENDIX – “FINES, PENALTIES, and FEES”**

ACKNOWLEDGEMENT OF RECEIPT OF CENTENNIAL ASTORIA HOUSE RULES

I /We have received the House Rules and agree to abide by them.

Signature: _____ Date: _____

Print Name: _____ Apt. _____

Please return this form to the Management Company.

APPENDIX – FINES, PENALTIES, and FEES

1. Rent late payment fee = 10% of the late rent payment for the first to the third occurrence within a 12 month period); 20% of the late rent payment for the fourth and additional occurrences within a 12 month period. (#2a)
2. Violation of “Quiet Enjoyment” rules (6a and 6b) = \$250 first occurrence within a 12 month period, \$500 for second or additional occurrence within a 12 month period.
3. Failure to comply with any of the following rules:
 - ☐ Public Areas rules (#4 a-k) = \$500 first occurrence within a 12 month period, \$250 for second or additional occurrence within a 12 month period.
 - ☐ Moving In/Out & Deliveries rules (#3c and 3f) = Security deposit = \$500
 - ☐ Disposal of Refuse and Other Item rules (#7) = \$250 each occurrence
 - ☐ Roof Deck Rules and Regulations (#10) = \$500 for first occurrence, \$250 each additional occurrence
 - ☐ \$1000 if caught conducting an Airbnb (#2f)
4. Failure to clean Recreational Common Areas after use (including leaving toys or play equipment in the room) = \$250 each occurrence. (#12)

NOTE: Fines NOT specifically listed will be assigned and revised at the discretion of the Board of Managers. Subject to change at any time.