

STANDARD FORM OF APARTMENT LEASE
(FOR APARTMENTS NOT SUBJECT TO THE RENT STABILIZATION LAW)
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REBNY Apt non-stab 2019 Rev 10.23

PREAMBLE: This lease contains the agreements between Tenant and Owner concerning the rights and obligations of each party. Tenant and Owner have other rights and obligations which are set forth in government laws and regulations.

Tenant should read this Lease carefully. If Tenant has any questions, or if Tenant does not understand any words or statements herein, obtain clarification from an attorney. Once Tenant and Owner sign this Lease, Tenant and Owner will be presumed to have read it and understood it completely. Tenant and Owner admit that all agreements between Tenant and Owner have been written into this Lease. Tenant understands that any agreements made before or after this Lease is signed and not written into it will not be enforceable.

THIS LEASE is made as of **June 5, 2026**

between owner (hereinafter referred to as "Owner" or "Lessor"), **Chuang Heng Rego Park LLC**

whose address is **98-10 63rd Rd, Rego Park NY 11374**

and Tenant (hereinafter referred to as "Tenant" or "Lessee"), **John Duong and Jacquelyn Duong**

whose address is **98-10 63rd Rd #1204, New York, NY 11374.**

Please note the following paragraphs that require a selection among alternative wording: 2, 3E, 34

Please note the following paragraphs that require deletions if inapplicable: 9D, 12C(ii), 12E, 25, 32C(i), 33, 34, 35, 36, 37, 38, 59, 60

Please note the following paragraphs that require the insertion of terms (and/or delete if inapplicable): 1, 2, 3A, 3B, 4, 9D, 12B, 12C, 25, 32C, 34A, 35, 38B, Exhibit A (Memorandum Confirming Term), Exhibit C (Owner's Work), Exhibit D (Apartment Furniture)

- 1. APARTMENT AND USE** Owner agrees to lease to Tenant Apartment **1204** (the "Apartment") in the building at **98-10 63rd Rd, New York, NY 11374** (the "Building"),.

Tenant shall use the Apartment for living purposes only and for no other purpose (such restricted purposes includes, but are not limited to, any commercial activity or illegal or dangerous activity).

The Apartment may only be occupied by Tenant and the following Permitted Occupants (and occupants as permitted in accordance with Real Property Law §235-f):

Tenant acknowledges that no other person other than Tenant and the Permitted Occupants may reside in the Apartment without the prior written consent of the Owner. If Tenant violates any of the terms of this provision, the Owner shall have the right to restrain the same by injunctive relief and/or any other remedies provided for under this Lease and at law and/or equity.

- 2. LEASE COMMENCEMENT DATE; LENGTH OF LEASE** The "Lease Effective Date" is the date a fully executed Lease is returned to Tenant or Tenant's representative by Owner or its representative. The "Lease Commencement Date" is **June 28, 2026**. Except as may be provided for otherwise in this Lease, the term (that means the length) of this Lease will begin on the Lease Commencement Date and will end on **June 27, 2027** (the "Term"). Tenant acknowledges that, notwithstanding anything to the contrary contained in this Lease, the Term of this Lease may be reduced or extended as provided for herein.

3. RENT

- A.** "Rent" is defined as the base rent due under this Lease. Tenant's monthly Rent for the Apartment is **\$3,671.00** per month. Tenant must pay Owner the Rent, in equal monthly installments, on the first day of each month either to Owner at the above address or at another place that Owner may inform Tenant of by written notice.
- B.** When Tenant signs this Lease, Tenant must pay by bank or cashier's check (or by electronic fund transfer, if instructed by Owner as described below), the following:
- (i)** one (1) months' Rent (i.e., **\$3,671.00**);
 - (ii)** the Security Deposit (in the amount stated in Article 4); and
 - (iii)** any commission due by Tenant to the Brokers (as defined in Article 34 hereinafter) in connection with this Lease.
- C.** If the Lease Commencement Date shall not occur on the first day of a calendar month, the Rent for such calendar month shall be prorated on a per diem basis. If the Lease begins after the first day of the month, Tenant must pay



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when it signs this Lease one (1) full months' Rent and for the next full calendar month Tenant shall pay a prorated Rent based on the number of days the Lease began after the first day of the month (for example, if the beginning date of this Lease is the 16th day of the month, Tenant would pay for fifteen (15) out of thirty (30) days, or one-half (1/2), of a full months' Rent for the second calendar month). In any event, if the Lease Commencement Date shall not occur on the first day of a calendar month, the Term shall also include the remainder of the month in which the Lease Commencement Date occurred.

- D. Within five (5) business days after the request of Owner, at Owner's option, Tenant shall give Owner a document in the form attached hereto as Exhibit A (a "Memorandum Confirming Term") confirming the Lease Commencement Date, the date Rent commences under this Lease (if different than the Lease Commencement Date) the Lease expiration date and any other material terms of this Lease, certifying that Tenant has accepted delivery of the Apartment and that the condition of the Apartment complies with Owner's obligations hereunder. Tenant's failure to so deliver the Memorandum Confirming Term shall be considered a material default under this Lease, however, Tenant's failure to do so shall not affect the occurrence of the Lease Commencement Date or the validity of this Lease or alter the terms and provisions contained in the Memorandum Confirming Term if so delivered to Tenant by Owner.
 - E. Tenant may be required to pay other charges to Owner under the terms of this Lease, such additional charges shall be referred to as "Additional Rent". Any Additional Rent must be paid by Tenant to Owner upon the earlier of (i) the first day of the month immediately following the month said Additional Rent is billed to Tenant or (ii) fifteen (15) days from the date Tenant is billed for the Additional Rent. If Tenant fails to pay the Additional Rent on time, Owner shall have the same rights against Tenant as if Tenant failed to pay Rent. Said Rent and Additional Rent must be paid in full in accordance with the foregoing, without deduction or offset and without the need for demand or notice from Owner. Except as may be provided for otherwise in this Article 3, all Rent and Additional Rent shall be payable to Owner by **check and direct deposit** or such other form of payment as required by Owner only. If by direct deposit, Owner shall provide Tenant the necessary wiring instructions.
 - F. Tenant shall be entitled to a five (5) day grace period for the payment of any sum of Rent or Additional Rent due under this Lease. Any sum of Rent or Additional Rent not paid within five (5) days of the date due shall be subject to a late fee of the lesser of (i) \$50.00, or (ii) five percent (5%) of the unpaid amount. Interest shall also be payable on the aforesaid late Rent or Additional Rent beginning thirty (30) days from the due date, such interest accruing at the lesser of (i) the maximum amount allowable by law, or (ii) one and one-half percent per month (1.5%), until the late Rent or Additional Rent is paid in full. There shall be a **Fifty Dollar (\$50.00)** fee for any check which is dishonored or returned. Any late charge or interest charge shall be considered Additional Rent.
 - G. Owner need not give notice to Tenant to pay Rent. Rent must be paid in full and no amount subtracted from it. The whole amount of Rent is due and payable as of the Lease Commencement Date. Payment of Rent in installments is for Tenant's convenience only. If Tenant is in default under any of the terms and conditions of this Lease, Owner may give notice to Tenant that Tenant may no longer pay Rent in installments and the entire Rent for the remaining part of the Term will then immediately be due and payable.
4. **SECURITY DEPOSIT** Tenant is required to give Owner the sum of **\$3,671.00** (such amount not to exceed one (1) months' Rent pursuant to The Housing Stability and Tenant Protection Act of 2019) when Tenant signs this Lease as a security deposit (the "Security Deposit"). Owner will deposit the Security Deposit in **East West Bank** bank at **New York, NY**. This Security Deposit shall not bear interest, unless if otherwise required by applicable law. In the event that the Security Deposit shall earn interest, then in such event Owner shall be entitled to an administrative fee pursuant to applicable law.

If Tenant carries out all of Tenant's agreements in this Lease and if Tenant moves out of the Apartment and returns it to Owner vacant, broom clean and in the same condition it was in when Tenant first occupied it, except for ordinary wear and tear or damage caused by fire or other casualty through no fault of Tenant, Owner will return to Tenant the full amount of the Security Deposit within fourteen (14) days after the later of (i) the date this Lease ends, or (ii) the date Tenant vacates the Apartment. However, if Tenant is in default of Tenant's obligations under this Lease and/or there are any damages to the Apartment beyond ordinary wear and tear or damage caused by fire or other casualty, Owner may keep all or part of the Security Deposit to cover reasonable repairs of such damage and Owner shall provide Tenant with an itemized statement indicating the basis for the amount of the Security Deposit retained within the aforementioned fourteen (14) day period. Furthermore, for sake of clarity and emphasis, (i) if Tenant does not carry out all of Tenant's obligations under this Lease, Owner may keep all or part of the Security Deposit necessary to pay Owner for any losses incurred, including missed payments and (ii) Owner's retention of the Security Deposit as allowable under this Lease shall not be deemed to be Owner's sole remedy for any default by Tenant of Tenant's obligations pursuant to the terms and conditions of this Lease.

TENANT ACKNOWLEDGES AND AGREES THAT THE SECURITY DEPOSIT CANNOT BE USED TOWARDS RENT OR ADDITIONAL RENT BY TENANT. Notwithstanding anything to the contrary contained in this Lease, if Owner shall apply all or any portion of the Security Deposit to cure a default by Tenant hereunder during the Term of this Lease, Tenant shall,



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within five (5) business days, deposit with Owner that sum which shall be necessary to maintain the security in an amount equal to the Security Deposit as so required in this Article 4. Failure to replenish the Security Deposit in a timely manner shall be deemed a default under this Lease.

If Owner sells the Apartment, Owner, at its sole option, will turn over Security Deposit either to Tenant or to the person buying the Apartment within five (5) days after the sale. Owner will then notify Tenant, by registered, certified or overnight mail by a nationally recognized overnight courier, of the name and address of the person or company to whom the deposit has been turned over. In such case, Owner will have no further responsibility to Tenant for the Security Deposit and the new owner will become responsible to Tenant for the Security Deposit.

5. IF TENANT IS UNABLE TO MOVE IN Except as otherwise provided herein, Owner shall not be liable for failure to give Tenant possession of the Apartment on the Lease Commencement Date. Rent shall be payable as of the beginning of this Lease Term unless Owner is unable to give Tenant possession. A situation could arise which might prevent Owner from letting Tenant move into the Apartment on the Lease Commencement Date. If this happens for reasons beyond Owner's reasonable control, Owner will not be responsible for Tenant's damages or expenses, and this Lease will remain in effect. However, in such case, this Lease will start on the date when possession is available, and the ending date of this Lease as specified in Article 2 will remain the same (unless otherwise mutually agreed to in writing by Tenant and Owner). Tenant will not have to pay Rent until the date possession is available, or the date Tenant moves in, whichever is earlier (however, in no event shall Tenant move in or take possession prior to the date Owner shall have given Tenant notice that Tenant may take possession of the Apartment). Owner will notify Tenant as to the date possession is available. If Owner does not give Tenant notice that possession is available within **forty-five (45) days** after the Lease Commencement Date, provided that Owner's failure to deliver possession is not due to a Tenant delay, Tenant may send a fifteen (15) day written termination notice (the "Termination Notice") to Owner, and if Owner is unable to deliver possession within fifteen (15) days of receipt of Tenant's Termination Notice, this Lease shall terminate and be of no further force and effect and all prepaid Rent, the Security Deposit and any other fees paid by Tenant (except for non-refundable fees required in the Lease package) at the execution of this Lease shall be promptly returned to Tenant.

6. CAPTIONS In any dispute arising under this Lease, in the event of a conflict between the text and a caption, the text controls.

7. WARRANTY OF HABITABILITY

- A.** All of the sections of this Lease are subject to the provisions of the Warranty of Habitability Law. Under that law, Owner agrees that the Apartment is fit for human habitation and that there will be no conditions which will be detrimental to life, health or safety.
- B.** Tenant will do nothing to interfere with or make more difficult Owner's efforts to provide Tenant and all other occupants of the Building with the required facilities and services. Any condition caused by Tenant's misconduct or the misconduct of Tenant Parties (as hereinafter defined) or anyone else under Tenant's direction or control shall not be a breach by Owner.

8. CARE OF TENANT'S APARTMENT; END OF LEASE; MOVING OUT

- A.** At all times during the Term of this Lease, Tenant will take good care of the Apartment and will not permit or do any damage to it, except for damage which occurs through ordinary wear and tear. Tenant shall, at Tenant's own cost and expense, make all repairs caused or occasioned by Tenant or Tenant's agents, contractors, invitees, licensees, guests or servants (collectively hereinafter "Tenant Parties"). In addition, Tenant shall promptly notify Owner and/or the Building Superintendent/Building Manager in writing upon the occurrence of any problem, malfunction or damage to the Apartment. Tenant will move out on or before the ending date of this Lease and leave the Apartment in good order and in the same condition as it was when Tenant first occupied it, except for ordinary wear and tear and damage caused by fire or other casualty through no fault of Tenant.
- B. CLEANING.** Tenant is required to use only non-abrasive cleaning agents in the Apartment. Tenant is responsible for damage done by use of any improper cleaning agents.
- C.** If Tenant fails to maintain the Apartment or make a needed repair or replacement as required hereunder, Owner may hire a professional and make such maintenance, repairs or replacements at Tenant's sole cost and expense. Owner's reasonable expense will be payable by Tenant to Owner as Additional Rent within ten (10) business days after Tenant receives a bill from Owner
- D.** When this Lease ends, Tenant must remove all of Tenant's movable property. Tenant must also remove at Tenant's own expense, any wall covering, bookcases, cabinets, mirrors, painted murals or any other installation or attachment Tenant may have installed in the Apartment, even if it was done with Owner's consent. Tenant must restore and repair to its original condition those portions of the Apartment affected by those installations and removals. Tenant has not moved out until all persons, furniture and other property of Tenant's is also out of the Apartment. If Tenant's property remains in the Apartment after this Lease ends, Owner may either treat Tenant as still in occupancy and charge



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Tenant for use, or may consider that Tenant has given up the Apartment and any property remaining in the Apartment. In this event, Owner may either discard the property or store it at Tenant's expense. Tenant agrees to pay Owner for all costs and expenses incurred in removing such property. The provisions of this article will continue to be in effect after the end of this Lease.

- E. Except as provided for otherwise in Article 35 of this Lease, in the event that (i) Owner intends to offer to renew this Lease with a Rent increase equal to or greater than five (5%) percent above the then current Rent, or (ii) Owner does not intend to renew this Lease, Owner shall provide Tenant written notice as follows:
 - i. If Tenant has occupied the Apartment for less than one (1) year and does not have a Lease Term of at least one (1) year, Owner shall provide at least thirty (30) days' notice;
 - ii. If Tenant has occupied the Apartment for more than one (1) year but less than two (2) years, or has a Lease Term of at least one (1) year but less than two (2) years, Owner shall provide at least sixty (60) days' notice; or
 - iii. If Tenant has occupied the Apartment for more than two (2) years or has a Lease Term of at least two (2) years, Owner shall provide at least ninety (90) days' notice.
- F. Within a reasonable time after notification of either party's intention to terminate this Lease, unless Tenant provides less than two (2) weeks' notice of Tenant's intention to terminate, Owner shall notify Tenant in writing of Tenant's right to request an inspection before vacating the Apartment. Tenant shall have the right to be present at said inspection. Subject to the foregoing, if Tenant requests such inspection, the inspection shall be made no earlier than two (2) weeks and no later than one (1) week before the end of the tenancy. Owner shall provide at least forty-eight (48) hours written notice of the date and time of the inspection. After the inspection, Owner shall provide Tenant with an itemized statement specifying repairs, cleaning or other deficiencies that are proposed to be the basis of any deductions from the Security Deposit. If Tenant requests such inspection, Tenant shall be given an opportunity to remedy any identified deficiencies prior to the end of the tenancy (or, at Owner's sole option, if Tenant fails to remedy any such identified deficiencies, Owner may remedy such identified deficiencies at Tenant's sole cost and expense as described hereinafter). Any and all repairs or alterations made to the Apartment as a result of said inspection shall be at Tenant's sole cost and expense. Said repairs must be approved by Owner and shall be performed, at Owner's sole option by (i) licensed and adequately insured Tenant's contractors in a good and skillful manner with materials of quality and appearance comparable to existing materials and approved by Owner or (ii) by Owner's contractor(s).

9. CHANGES AND ALTERATIONS TO APARTMENT

- A. Tenant cannot build in, add to, change or alter, the Apartment in any way, including, but not limited to, installing, changing, or altering any paneling, wallpaper, flooring, "built in" decorations, partitions, railings, paint, carpeting, plumbing, ventilating, air conditioning, electric, or heating systems without first obtaining the prior written consent of Owner which may be withheld in Owner's sole discretion. If Owner's consent is given, the alterations and installations shall become the property of Owner when completed and paid for by Tenant. They shall remain with and as part of the Apartment at the end of the Term. Notwithstanding the foregoing, Owner has the right to demand that Tenant remove the alterations and installations at the end of the Lease Term, and in such case Tenant shall repair all damage resulting from said removal and restore the Apartment to its original condition, including any holes in the wall or damage caused by the removal of any pictures, artwork or TV mounts hung by Tenant on the walls. Any and all work shall be performed by Tenant in accordance with the terms and conditions of this Lease and in accordance with all applicable laws, rules, regulations and codes of any governmental or quasi-governmental entity. Tenant's contractor shall also supply, before performing any such work, a certificate of insurance naming Owner and the Building's managing agent (if applicable) as additional insured.
- B. Without Owner's prior written consent, Tenant cannot install or use in the Apartment any of the following: dishwasher machines, clothes washing or drying machines, electric stoves, garbage disposal units, heating, ventilating or air conditioning units or any other electrical equipment which, in Owner's reasonable opinion, will overload the existing wiring installation in the Building or interfere with the use of such electrical wiring facilities by other tenants of the Building. Also, Tenant cannot place in the Apartment water-filled furniture.
- C. If a lien is filed on the Apartment or Building due to Tenant's fault, Tenant must promptly pay or bond the amount stated in the lien. Owner may pay or bond the Lien if Tenant fails to do so within ten (10) days after Tenant has written notice about the lien, in which case, Owner's costs shall be paid by Tenant as Additional Rent.



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D. APPROVED ALTERATIONS. ~~[DELETE IF INAPPLICABLE]~~ Anything contained herein to the contrary notwithstanding, provided that both Owner and Tenant have acknowledged their agreement to the following by each party affixing their initials immediately below this provision, Owner hereby consents to the following alterations to be performed by Tenant, at Tenant's sole cost and expense, but for the sake of clarity and emphasis all other terms and conditions of this Lease (including, without limitation, the terms and conditions contained in this Article 9 hereof) shall still apply: _____.

Owner Initial: _____ Tenant Initial: _____

10. TENANT'S DUTY TO OBEY AND COMPLY WITH LAWS, REGULATIONS AND RULES

- A. GOVERNMENT LAWS AND ORDERS.** Tenant will obey and comply (i) with all present and future city, state and federal laws rules, regulations and codes of any governmental or quasi-governmental entity or body which affect the Building or the Apartment, and (ii) with all orders and regulations of insurance rating organizations which affect the Apartment and the Building. Tenant will not allow any windows in the Apartment to be cleaned from the outside unless the prior written consent of the Owner is obtained.
- B. OWNER'S RULES AFFECTING TENANT.** Tenant, its Permitted Occupants and Tenant Parties must obey all Owner's rules (the "Owner's Rules and Regulations") annexed hereto and made apart hereof as Exhibit B and all future reasonable rules of Owner or Owner's agent. Notice of all additional rules shall be delivered to Tenant in writing or posted in the lobby or other public place in the building. Owner shall not be responsible to Tenant for not enforcing any rules, regulations or provisions of any other tenant's lease except to the extent required by law.
- C. TENANT'S RESPONSIBILITY.** Tenant is responsible for the behavior of Tenant, the Permitted Occupants of the Apartment, the Tenant Parties and any other people who are visiting the Apartment. Tenant will reimburse Owner as Additional Rent upon demand for the cost of all losses, damages, fines and reasonable legal expenses incurred by Owner because Tenant, the Permitted Occupants of the Apartment, the Tenant Parties or any other people visiting the Apartment have not obeyed applicable laws, rules, regulations and codes of any governmental or quasi-governmental entity or rules of this Lease.

11. OBJECTIONABLE CONDUCT Tenant, the Permitted Occupants of the Apartment, the Tenant Parties or any other people visiting the Apartment will not engage in objectionable conduct at the Apartment or the Building. Objectionable conduct ("Objectionable Conduct") means behavior which makes or will make the Apartment or the Building less fit to live in for Tenant or other occupants. It also means anything which interferes with the right of others to properly and peacefully enjoy their apartment, or causes conditions that are dangerous, hazardous, unsanitary or detrimental to other occupants of the Building. Objectionable Conduct by Tenant, the Tenant Parties, or any other people visiting the Apartment, gives Owner the right to end this Lease on six (6) days' written notice to Tenant that this Lease will end.

12. SERVICES AND FACILITIES

- A. REQUIRED SERVICES.** Owner will provide (i) cold and hot water and heat as required by law, (ii) repairs to the Apartment not caused by Tenant (subject to the terms and conditions of this Lease), the Tenant Parties or any other people visiting the Apartment, as required by law, (iii) elevator service if the Building has elevator equipment; and (iv) the utilities, if any, included in the Rent, as set forth in subparagraph B below. Tenant is not entitled to any Rent reduction because of a stoppage or reduction of any of the above services unless it is provided by law.
- B.** The following utilities are included in the Rent: Hot Water.
- C. ELECTRICITY AND OTHER UTILITIES.** Tenant acknowledges and understands that Owner has no obligation to supply, or liability in connection with, utilities or services in or to the Apartment (except as may be provided for otherwise in this Lease). Tenant shall be responsible, at Tenant's sole cost and expense, for securing, air conditioning, electricity, gas, cable, phone, and all other utilities and services (except as may be provided for otherwise in this Lease).
 - (i)** Tenant shall contract directly with the appropriate utility provider for all aforementioned services (not including the utilities included in the Rent as provided for in subparagraph B).
 - (ii)** Notwithstanding anything to the contrary contained in this Lease, the Owner provides the following services Electricity for a separate, sub-metered charge. It is covenanted and agreed by Tenant that all the aforesaid costs and expenses shall be paid by Tenant to Owner within five (5) days after rendition of any bill or statement to Tenant therefor.
- D.** Stopping or reducing of service(s) will not be reason for Tenant to stop paying Rent, to make a money claim or to claim constructive eviction. Damage to the equipment or appliances supplied by Owner, caused by Tenant's acts, omissions or neglect, or the act, omission or neglect of the Tenant Parties or any other person visiting the Apartment, shall be repaired at Tenant's sole cost and expense. In the event that Tenant fails to make such repairs within a reasonable period of time, Owner shall have the option to make such repairs at Tenant's expense and charge the same to Tenant as Additional Rent. Damage to the equipment or appliances supplied by the Owner, which are not caused by Tenant's



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negligence, acts or misuse or the negligence, acts or misuse of the Tenant Parties or any other people visiting the Apartment, shall be promptly repaired by the Owner at the Owner's sole cost and expense. Owner may stop service of the plumbing, heating, elevator, air cooling or electrical systems, because of accident, emergency, repairs, or changes until the work is complete. Notwithstanding the foregoing, except in emergency situations, Owner shall provide Tenant no less than twenty-four (24) hours prior written notice of any planned service stoppages. Owner shall take all necessary steps to ensure that service stoppages do not interfere with Tenant's use and enjoyment of the Apartment.

- E. **APPLIANCES.** Appliances supplied by Owner in the Apartment are for Tenant's use. They shall be in working order on the date hereof and will be maintained and repaired or replaced by Owner, except if repairs or replacement are made necessary because of Tenant's or the Tenant Parties' negligence or misuse, Tenant will pay Owner for the cost of such repair or replacement as Additional Rent. ~~Notwithstanding anything to the contrary contained in this Lease, provided the appliance in need of repair has been delivered in working order on the Lease Commencement Date, Tenant shall be responsible for the initial \$0.00 in cost of such appliance's repair or replacement [DELETE IF INAPPLICABLE OR INSERT AMOUNT].~~ Tenant must not use a dishwasher, washing machine, dryer, freezer, heater, ventilator or other appliance unless installed by Owner or with Owner's prior written consent (in its sole discretion). Tenant must not use more electric than the wiring or feeders to the Building can safely carry.
- F. **FACILITIES AND AMENITIES.** ~~If Owner permits Tenant to use any storeroom, storage bin, laundry or any other facility located in the Building but outside of the Apartment (e.g., fitness center, resident lounge, roof deck, golf simulator, movie theater, swimming pool, spa, etc.), the use of any such facility will be furnished to Tenant free of charge and at Tenant's own risk.~~ Tenant will operate at Tenant's expense any coin operated appliances located in any such facility. Owner shall have no obligation to provide any of the aforementioned facilities or any type of doorman, attendant, porter or any other type of similar service at the Building, and Owner may discontinue same without being liable to Tenant therefor or without in any way affecting this Lease or the liability of Tenant hereunder or causing a diminution of Rent and the same shall not be deemed to be lessening or a diminution of facilities or services within the meaning of any law, rule or regulation now or hereafter enacted, promulgated or issued.

13. INABILITY TO PROVIDE SERVICES Because of a strike, labor trouble, national emergency, repairs, or any other cause beyond Owner's reasonable control, Owner may not be able to provide or may be delayed in providing any services or in making any repairs to the Building. In any of these events, any rights Tenant may have against Owner are only those rights which are allowed by laws in effect when the reduction in service occurs.

14. ENTRY TO APARTMENT During reasonable hours and with reasonable notice, except in emergencies, Owner and Owner's representatives, agents and employees may enter the Apartment for the following reasons:

- A. To erect, use and maintain pipes and conduits in and through the walls and ceilings of the Apartment; inspect; exterminate; install or work on master antennas or other systems or equipment; and to perform other work and make any and all repairs, alterations, or changes Owner decides are necessary. Tenant's Rent will not be reduced because of any of the foregoing.
- B. To show the Apartment to potential buyers or lenders.
- C. For ninety (90) days before the end of the Lease Term, to show the Apartment to persons who wish to lease it.
- D. If, during the last month of the Lease, Tenant has moved out and removed all or almost all of Tenant's property from the Apartment, Owner may enter the Apartment to make changes, repairs, or redecorations. Tenant's Rent will not be reduced for that month and this Lease will not be ended by Owner's entry.
- E. If, at any time, Tenant is not personally present to permit Owner or Owner's representatives, agents or employees to enter the Apartment and entry is necessary or allowed by law or under this Lease, Owner or Owner's representatives, agents or employees may nevertheless enter the Apartment. Owner may enter by force in an emergency. Owner or Owner's representatives, agents or employees will not be responsible to Tenant, unless during such entry, any authorized party is negligent or misuses Tenant's property.

15. ASSIGNING; SUBLETTING; ABANDONMENT

- A. **ASSIGNING AND SUBLETTING.** Tenant cannot assign this Lease or sublet all or part of the Apartment or permit any other person to use the Apartment (other than a Permitted Occupant without the prior written consent of the Owner, which Tenant acknowledges may be withheld by Owner in its sole and absolute discretion, for any reason or no reason. If Tenant assigns this Lease or sublet all or part of the Apartment and fail to obtain Owner's prior written consent, in addition to any and all other rights of Owner under this Lease and at law and/or in equity, Owner has the right to cancel the Lease. Tenant must get Owner's written permission as provided for herein, each time Tenant wants to assign or sublet. Permission to assign or sublet is good only for that assignment or sublease. Tenant remains bound to the terms of this Lease after an assignment or sublet is permitted, even if Owner accepts money from the assignee or subtenant. The amount accepted will be credited toward money due from Tenant, as Owner shall determine. The assignee or subtenant does not become Owner's tenant. Tenant is responsible for acts and neglect of any person in



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the Apartment. Notwithstanding the foregoing, Owner expressly reserves the right to terminate this Lease with respect to the Apartment upon the receipt by Owner of any request for assignment or sublease ("Owner's Recapture Right"). Owner's Recapture Right, if exercised, must be sent to Tenant in writing within thirty (30) days after Tenant's request to assign or sublet the Apartment. In the event that Owner consents to an assignment and elects not to exercise Owner's Recapture Right, Tenant shall reimburse Owner for all of Owner's attorneys' fees in connection with the review of the assignment or sublease. In the event that Owner agrees to an assignment or sublease, subject to applicable law, Owner shall be entitled to one hundred percent (100%) of any consideration or rent over and above that Rent provided for in this Lease. The sublease shall provide that the subtenant shall, at Owner's option, attorn to Owner upon any termination of this Lease.

- B. ABANDONMENT.** If Tenant moves out of the Apartment (abandonment) before the end of this Lease without the consent of Owner, this Lease will not be ended. Tenant will remain responsible for each monthly payment of Rent and Additional Rent as it becomes due until the end of this Lease. In case of abandonment, Tenant's responsibility for Rent and Additional Rent will end only if Owner chooses to end this Lease for default as provided in Article 15.

16. DEFAULT

- A.** Tenant defaults under the Lease if Tenant acts in any of the following ways:

- (i) Tenant fails to carry out any agreement or provision of this Lease;
- (ii) Tenant does not take possession or move into the Apartment fifteen (15) days after the beginning of this Lease; or
- (iii) Tenant and the Permitted Occupants of the Apartment move out permanently before this Lease ends;

If Tenant defaults in any one of these ways, other than a default in the agreement to pay Rent and/or Additional Rent, Owner may serve Tenant with a written notice to stop or correct the specified default within ten (10) days. Tenant must then either stop or correct the default within such ten (10) day period, or, if the nature of the default is not reasonably capable of being cured within such ten (10) day period, then Tenant must begin to take all steps necessary to correct the default within ten (10) days and thereafter diligently continue to do all that is necessary to correct the default as soon as possible (however, in no event shall any extension of the aforesaid ten (10) day period exceed thirty (30) days).

- B.** If Tenant does not stop, correct or begin to materially correct a default within ten (10) days as provided for above, or engages in Objectionable Conduct, Owner shall give Tenant a written notice that this Lease will end six (6) days after the date such written notice is sent to Tenant. At the end of the six (6) day period, this Lease will end and Tenant then must move out of the Apartment. Even though this Lease ends, Tenant will remain liable to Owner for unpaid Rent and/or Additional Rent up to the end of this Lease, and damages caused to Owner after that time as stated in Article 17.
- C.** If Owner does not receive the Rent and/or Additional Rent within five (5) days of when this Lease requires, Owner or Owner's agent shall send Tenant, via certified mail, a written notice stating the failure to receive such Rent and/or Additional Rent. Provided Owner has served Tenant with a fourteen (14) day written demand, and Owner does not receive the overdue Rent and/or Additional Rent within fourteen (14) days after such written fourteen (14) demand for Rent and/or Additional Rent has been made, Owner may commence an action or summary proceeding seeking the payment of all Rent and/or Additional Rent. If the Lease ends, Owner may do the following: (i) enter the Apartment and retake possession of it if Tenant has moved out; or (ii) go to court and ask that Tenant and all other occupants in the Apartment be compelled to move out.

Once this Lease has been ended, whether because of default or otherwise, Tenant gives up any right Tenant might otherwise have to reinstate this Lease.

17. REMEDIES OF OWNER AND TENANT'S LIABILITY If this Lease is ended by Owner because of Tenant's default, the following are the rights and obligations of Tenant and Owner.

- A.** Tenant must pay Rent and Additional Rent until this Lease has ended. Thereafter, Tenant must pay an equal amount for what the law calls "use and occupancy" until Tenant actually moves out.
- B.** Once Tenant is out, Owner may re-rent the Apartment or any portion of it for a period of time which may end before or after the ending date of this Lease. Owner may re-rent to a new tenant at a lesser rent or may charge a higher rent than the Rent in this Lease. Notwithstanding the foregoing, if Tenant vacates the Apartment in violation of the terms of this Lease, only then shall Owner use reasonable efforts to re-rent the Apartment at the lesser of the fair market value of the Apartment or the Rent paid hereunder.
- C.** Whether the Apartment is re-rented or not, Tenant must pay to Owner as damages:
- (i) the difference between the Rent in this Lease and the amount, if any, of the rents collected in any later lease of the Apartment for what would have been the remaining period of this Lease; and
 - (ii) Owner's expenses for the cost of getting Tenant out and re-renting the Apartment, including, but not limited to,



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putting the Apartment in good condition, repairing damages, decorating and/or cleaning the Apartment for re-rental, advertising the Apartment and for real estate brokerage fees; and

(iii) Owner's expenses for attorney's fees (except in the event of a default judgment).

- D. Tenant shall pay all aforementioned damages due in monthly installments on the Rent day established in this Lease. Any legal action brought to collect one or more monthly installments of damages shall not prejudice in any way Owner's right to collect the damages for a later month by a similar action.
- E. If the Rent collected by Owner from a subsequent tenant of the Apartment is more than the unpaid Rent and damages which Tenant owes Owner, Tenant cannot receive the difference. Owner's failure to re-rent to another tenant will not release or change Tenant's liability for damages. Except as may be provided for otherwise in Article 17(B) of this Lease, Owner is not required to re-rent the Apartment.

18. ADDITIONAL OWNER REMEDIES; LEGAL FEES If Tenant does not do everything Tenant has agreed to do, or if Tenant does anything which shows that Tenant intends not to do what Tenant has agreed to do, Owner has the right to ask a Court to make Tenant carry out Tenant's agreements or to give the Owner such other relief as the Court can provide. This is in addition to the remedies in Article 16 and 17 of this Lease.

19. FEES AND EXPENSES (INCLUDING BUT NOT LIMITED TO LEGAL FEES)

- A. Tenant must reimburse Owner for any of the following fees and expenses incurred by Owner:
- (i) Making any repairs to the Apartment or the Building, including any appliances in the Apartment, which result from misuse, omissions or negligence by Tenant, the Permitted Occupants of the Apartment, the Tenant Parties or any other visitors to the Apartment;
 - (ii) Correcting any violations of city, state or federal laws or orders and regulations of insurance rating organization concerning the Apartment or the Building which Tenant, the Permitted Occupants of the Apartment, the Tenant Parties, or any other persons who visit the Apartment or work for Tenant have caused;
 - (iii) Preparing the Apartment for the next tenant if Tenant moves out of the Apartment before the Lease ending date without Owner's prior written consent;
 - (iv) Any legal fees and disbursements for the preparation and service of legal notices; legal actions or proceedings brought by Owner against Tenant because of a default by Tenant under this Lease; or for defending lawsuits brought against Owner because of the actions of Tenant, the Permitted Occupants of the Apartment, the Tenant Parties or any other persons who visit the Apartment;
 - (v) Removing any of Tenant's property from the Apartment after this Lease is ended;
 - (vi) Any miscellaneous charges payable to the Owner for services Tenant requested that are not required to be furnished Tenant under this Lease for which Tenant has failed to pay the Owner and which Owner has paid;
 - (vii) All other fees and expenses incurred by Owner because of the failure to obey any other provisions and agreements of this Lease by Tenant, the Permitted Occupants of the Apartment, the Tenant Parties or any other persons who visit the Apartment or work for Tenant.

These fees and expenses shall be paid by Tenant to Owner as Additional Rent within ten (10) business days after Tenant receives Owner's bill or statement. If this Lease has ended when these fees and expenses are incurred, Tenant will still be liable to Owner for the same amount as damages. In the event Tenant does not reimburse Owner within such ten (10) business day period, Owner shall be entitled to deduct the fees and expenses from the Security Deposit.

- ~~B. Tenant has the right to collect reasonable legal fees and expenses incurred in a successful defense by Tenant of a lawsuit brought by Owner against Tenant or brought by Tenant against Owner to the extent provided by Real Property Law, Section 234.~~

20. PROPERTY LOSS, DAMAGES OR INCONVENIENCE Tenant understands and agrees that unless caused by the gross negligence or willful misconduct of Owner or Owner's representatives, agents or employees, none of these authorized parties are responsible to Tenant for any of the following (i) any loss of or damage to Tenant or Tenant's property in the Apartment or the Building due to any accidental or intentional cause, including a theft or another crime committed in the Apartment or elsewhere in the Building; (ii) any loss of or damage to Tenant's property delivered to any employee of the Building (e.g., doorman, superintendent, etc.); or (iii) any damage or inconvenience caused to Tenant by actions, negligence or violations of their lease made by any other tenant or person in the Building except to the extent required by law. Tenant further understands and agrees that Owner's employees are not authorized by Owner to care for Tenant's personal property. Owner is not responsible for any loss, theft, damage to Tenant's personal property, or any injury caused by the property or its use by Building employees.

Owner will not be liable for any temporary interference with light, ventilation, or view caused by construction by or on behalf of Owner. Owner will not be liable for any such interference on a permanent basis caused by construction on any parcel of land not owned by Owner. Owner will not be liable to Tenant for such interference caused by the permanent closing,



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darkening or blocking up of windows, if such action is required by law. None of the foregoing events will cause a suspension or reduction of the Rent or allow Tenant to cancel the Lease.

21. FIRE OR CASUALTY

- A. Tenant shall give Owner immediate notice in case of fire or other damage to the Apartment. If the Apartment becomes unusable, in part or totally, because of fire, accident or other casualty, this Lease will continue unless ended by Owner under subparagraph C below or by Tenant under subparagraph D below. However, the Rent will be reduced as of the date of the fire, accident or other casualty. This reduction will be based upon the square footage of the Apartment which is unusable, as determined by Owner.
- B. Owner will repair and restore the Apartment, unless Owner decides to take actions described in subparagraph C below. For the sake of clarity and emphasis, Owner is not required to repair or restore the Apartment or replace the furnishings, decorations or any of Tenant's property, and furthermore (unless otherwise agreed to by Owner in writing), Owner shall not be responsible for any delays due to settling insurance claims, obtaining cost estimates, labor, material, equipment and/or supply problems, force majeure or for any other delay beyond Owner's reasonable control. If the Lease is cancelled, Owner need not restore the Apartment.
- C. After a fire, accident or other casualty in the Building, Owner may decide to tear down the Building or to substantially rebuild it. In such case, Owner need not restore the Apartment but may end this Lease. Owner may do this even if the Apartment has not been damaged, by giving Tenant written notice of this decision within the later of sixty (60) days after the date when the damage occurred or ten (10) business days after Owner is advised by its insurance carrier as to the amount of insurance proceeds it will have available to restore the Apartment. If there is substantial damage to the Apartment or if the Apartment is completely unusable, Owner may cancel this Lease by giving Tenant written notice of this decision within 30 days after the date when the damage occurred. If the Apartment is unusable when Owner gives Tenant such notice, this Lease will end sixty (60) days from the last day of the calendar month in which Tenant was given notice.
- D. If the Apartment is completely unusable because of fire, accident or other casualty and it is not repaired in thirty (30) days, Tenant may give Owner written notice that Tenant ends the Lease. If Tenant gives that notice, this Lease is considered ended on the day that the fire, accident or casualty occurred. Owner will promptly refund Tenant's Security Deposit and the pro-rata portion of Rent (and Additional Rent, as applicable) paid for the month in which the casualty happened.
- E. Unless prohibited by the applicable policies, to the extent that such insurance is collected, Tenant and Owner release and waive all right of recovery against the other or anyone claiming through or under each by way of subrogation.
- F. Tenant acknowledges that if fire, accident, or other casualty causes damage to any of Tenant's personal property in the Apartment, including, but not limited to Tenant's furniture and clothes, the Owner will not be responsible to Tenant for the repair or replacement of any such damaged personal property unless such damage was as a result of the Owner's negligence.

22. PUBLIC TAKING The entire Building or a part of it can be acquired (condemned) by any government or government agency for a public or quasi- public use or purpose. If this happens, this Lease shall end on the date the government or agency take title. Tenant shall have no claim against Owner for any damage resulting; Tenant also agrees that by signing this Lease, Tenant assigns to Owner any claim against the government or government agency for the value of the unexpired portion of this Lease.

23. SUBORDINATION CERTIFICATES AND ACKNOWLEDGMENTS Notwithstanding any provisions to the contrary contained in this Lease, this Lease and Tenant's rights, are subject and subordinate to all present and future: (a) leases for the Building or the land on which it stands, (b) Owner's mortgage(s) now existing or hereinafter existing, (c) agreements securing money paid or to be paid by a lender, and (d) terms, conditions, renewals, changes of any kind and extensions of the mortgages, leases or lender agreements. If certain provisions of any such mortgage come into effect, the holder of any such mortgage can end this Lease and such parties may commence legal action to evict Tenant from the Apartment. If this happens, Tenant acknowledges that Tenant has no claim against Owner or such lease or mortgage holder. If Owner requests, Tenant will sign promptly any acknowledgment(s) of the "subordination" in the form that Owner may require. Tenant authorizes Owner to sign such acknowledgment(s) for Tenant if Tenant fails to do so within five (5) days of Owner's request.

Tenant also agrees to sign (if accurate) a written acknowledgment within ten (10) days of request to any third party designated by Owner that this Lease is in effect, that Owner is performing Owner's obligations under this Lease and that Tenant has no present claim against Owner.

24. TENANT'S RIGHT TO LIVE IN AND USE THE APARTMENT If Tenant pays the Rent and any required Additional Rent on time and Tenant does everything Tenant has agreed to do in this Lease, Tenant's tenancy cannot be cut off before the ending date, except as provided for otherwise in this Lease, including, but not limited to, in Articles 21, 22, and 23.



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25. BILLS AND NOTICE; ELECTRONIC SIGNATURES Any notice, statement, demand or other communication required or permitted to be given rendered or made by either party to the other, pursuant to this Lease or pursuant to any applicable law or requirement of public authority, shall be in writing (whether or not so stated elsewhere in this Lease) and shall be given by registered or certified mail, return receipt requested, or by overnight mail by a nationally recognized overnight carrier, addressed to each of the following parties:

If to Owner:

Management Office 98-10 63rd Rd, Rego Park NY 11374

Email Address: **info@corerego.com**

With a copy to:

If to tenant: at Apartment, subsequent to Commencement Date

Email address: **Johnduonger@gmail.com**

Prior to Commencement Date:

14115 78th Ave Apt 224

Kew Gardens Hills, NY 11367

Notwithstanding anything to the contrary contained in this Lease, any notice from Owner or Owner's agent or attorney may be delivered to tenant personally at the Apartment. Notices shall be deemed received the next business day if by overnight carrier, the date of delivery if by personal delivery, or three (3) business days after being mailed if by certified or registered mail.

An electronic signature on this Lease, rider or any renewal of Owner or Tenant shall be deemed an original document and a binding signature pursuant to the Electronic Signatures and Records Act of the State Technology Law.

26. GIVING UP RIGHT TO TRIAL BY JURY AND COUNTERCLAIM

- A. Both Tenant and Owner agree to give up the right to a trial by jury in a court action, proceeding or counterclaim (excluding compulsory counterclaims) on any matters concerning this Lease, the relationship of Tenant and Owner as lessee and lessor or Tenant's use or occupancy of the Apartment. This agreement to give up the right to a jury trial does not include claims of personal injury or property damage.
- B. If Owner begins any court action or proceeding against Tenant which asks that Tenant be compelled to move out, Tenant cannot make a counterclaim unless Tenant is claiming that Owner has not done what Owner is supposed to do about the condition of the Apartment or the Building.

27. NO WAIVER OF LEASE PROVISIONS

- A. Even if Owner accepts Tenant's Rent and/or Additional Rent or fails once or more often to take action against Tenant when it has not done what Tenant has agreed to do in this Lease, the failure of Owner to take action or Owner's acceptance of Rent and/or Additional Rent does not prevent Owner from taking action at a later date if Tenant does not do what Tenant has agreed to do herein.
- B. Only a written agreement between Tenant and Owner can waive any violation of this Lease.
- C. If Tenant pays and Owner accepts an amount less than all the Rent and/or Additional Rent due, the amount received shall be considered to be in payment of all or part of the earliest Rent and/or Additional Rent due. It will not be considered an agreement by Owner to accept this lesser amount in full satisfaction of all of the Rent and/or Additional Rent due unless there is a written agreement between Tenant and Owner.
- D. Any agreement to end this Lease and also to end the rights and obligations of Tenant and Owner must be in writing, signed by Tenant and Owner or Owner's agent. Even if Tenant gives keys to the Apartment and they are accepted by Owner or Owner's representative, this Lease is not ended.

28. CONDITION OF THE APARTMENT; APARTMENT RENTED "AS IS" By signing this Lease Tenant acknowledges that Owner, Owner's representatives or superintendent has not made any representations or promises with respect to the Building or the Apartment except as herein expressly set forth. After signing this Lease but before Tenant begins occupancy, Tenant shall have the opportunity to inspect the Apartment with Owner or Owner's agent to determine the condition of the Apartment. If Tenant requests such inspection, the parties shall execute a written agreement before Tenant begins occupancy of the Apartment attesting to the condition of the Apartment and specifically noting any existing defects or damages. Before taking occupancy of the Apartment, Tenant has inspected the Apartment (or Tenant has waived such inspection) and Tenant accepts it in its present condition "as is," except for any condition which Tenant could



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not reasonably have seen during Tenant's inspection. Tenant agrees that Owner has not promised to do any work in the Apartment except as specified in Exhibit C annexed hereto (if any) and made apart hereof.

29. HOLDOVER

- A. At the end of the Term, Tenant shall: (i) return the Apartment to the Owner broom clean, vacant and in good condition, ordinary wear and tear excepted; (ii) remove all of Tenant's property and all of Tenant's installations, alterations and decorations (if so directed by Owner); and (iii) repair all damages to the Apartment and Building caused by moving; and restore the Apartment to its condition at the beginning of the Term ordinary wear and tear excepted.
- B. Tenant hereby indemnifies and agrees to defend and hold Owner harmless from and against any loss, cost, liability, claim, damage, fine, penalty and expense (including reasonable attorneys' fees and disbursements but excluding consequential or punitive damages) resulting from delay by Tenant in surrendering the Apartment upon the termination of this Lease, including any claims made by any succeeding tenant or prospective tenant or successor landlord founded upon such delay.
- C. If Tenant holds over possession after the expiration date of the Lease or earlier termination of the Lease term or any extended term of this Lease, such holding over shall not be deemed to extend the term of this Lease or renew this Lease. Under no circumstances (i) will such holdover constitute a month-to-month tenancy, (ii) shall this Article 29 imply any right of Tenant to remain in the Apartment after the expiration or earlier termination of this Lease, (iii) will Owner be prohibited from exercising any rights permitted by law against a holdover tenant; or (iv) will any monies paid by Tenant or accepted by Owner (e.g., Rent, Additional Rent, holdover rent or otherwise) after the expiration or earlier termination of this Lease be deemed to reinstate any form of tenancy between Tenant and Owner. In connection with such holdover, Tenant shall pay the following charges for the use and occupancy of the Apartment for each month or part thereof (even if such part shall be a small fraction of a calendar month), which total sum Tenant agrees to pay to Owner per month promptly upon demand, in full, without setoff or deduction:
 - i) TWO (2) times the highest monthly Rent set forth in this Lease, plus
 - ii) Items of Additional Rent that would have been payable monthly pursuant to this Lease, had this Lease not expired or terminated,

The aforesaid provisions of this Article 29 shall survive the expiration or earlier termination of this Lease.

30. DEFINITIONS

- A. Owner: The term "Owner" means the person or organization receiving or entitled to receive Rent and/or Additional Rent from Tenant for the Apartment at any particular time other than a rent collector or managing agent of Owner. "Owner" is the person or organization that owns legal title to the Apartment. It does not include a former Owner, even if the former Owner signed this Lease.
- B. Tenant: The Term "Tenant" means the person or persons signing this Lease as lessee and the respective heirs, distributes, executors, administrators, successors and assigns of the signer. This Lease has established a lessor-lessee relationship between Owner and Tenant.

31. SUCCESSOR INTERESTS The agreements in this Lease shall be binding on Owner and Tenant and on those who succeed to the interest of Owner or Tenant by law, by approved assignment or by transfer.

32. INSURANCE

- A. As a material inducement for Owner to enter into this Lease, Tenant shall obtain (i) liability insurance insuring Tenant, the Permitted Occupants of the Apartment, the Tenant Parties and any other people visiting the Apartment, and (ii) personal property insurance insuring Tenant's furniture and furnishings and other items of personal property located in the Apartment. Tenant may not maintain any insurance with respect to any furniture or furnishings belonging to Owner that are located in the Apartment unless otherwise directed by Owner. Tenant acknowledges that Owner may not be required to maintain any insurance with respect to the Apartment.
- B. Owner is not liable for loss, expense, or damage to any person or property, unless due to Owner's gross negligence or wrongful acts. Owner is not liable to Tenant for permitting or refusing entry of anyone into the Building. Tenant must pay for damages suffered and reasonable expenses of Owner relating to any claim arising from any act, omission or neglect by Tenant. If an action is brought against Owner arising from Tenant's acts, omissions or neglect, Tenant shall defend Owner at Tenant's sole cost and expense with an attorney reasonably acceptable to Owner. Tenant is responsible for all acts, omissions or neglect of the Tenant Parties.
- C. Tenant shall indemnify and save harmless Owner from and against any and all liability, penalties, losses, damages, expenses, suits and judgments arising from injury during the term of this Lease to person or property of any nature and also from any matter growing out of the occupation of the Apartment, provided however that such is not the result of Owner's gross negligence or wrongful acts or that of Owner's employees, or agents. Tenant agrees, at Tenant's sole cost and expense to procure and maintain at all times during the Lease term the following insurance:



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- (i) General Liability Insurance for an amount not less than **three hundred thousand dollars (\$300,000.00)** with an umbrella policy of no less than _____ Dollars (\$ _____); and;
- (ii) Renters Insurance, which covers any, and all personal property or belongings contained in the Apartment. Tenant agrees to hold Owner harmless regarding these personal belongings due to loss or damage except in cases of Owner's gross negligence.

D. The aforementioned insurance policies shall name Owner and the property manager (if applicable) as additional insureds or interests, as applicable. In the event of Tenant's failure to procure and/or maintain the aforementioned policies prior to the date possession of the Apartment is ready to be delivered to Tenant on the Lease Commencement Date, Owner may (i) refuse to deliver possession of the Apartment to Tenant until such time as evidence of such insurance is delivered by Tenant to Owner (however, Tenant shall nonetheless remain responsible for the payment of Rent and Additional Rent as of the Lease Commencement Date), and/or (ii) order such insurance policies, pay the premiums, and add the amount thereof to the Rent next coming due as Additional Rent, and the Owner shall have all rights and remedies for the collection thereof as is provided for collection of ordinary Rent. The abovementioned insurance policies shall provide for no less than thirty (30) days' notice of cancellation or modification to Owner, and Tenant shall provide Owner with a copy of such insurance policies. Evidence of the aforesaid coverage being in place shall be presented to the Owner on or before the first day of the term of this Lease and may be requested at any time during term of this Lease. Such insurance policies are to be written by a good and solvent company licensed to do business in the state of New York. Tenant shall immediately reimburse Owner for the cost of any insurance policy Owner obtains for the Apartment, including but not limited to insurance for Owner's furniture or furnishings in the Apartment. Tenant acknowledges that Owner may not be required to maintain any insurance with respect to the Apartment.

33. FURNITURE— The Apartment is being leased as fully furnished. All furniture and furnishings contained in the Apartment (the "Apartment Furniture") are listed in Exhibit D annexed hereto (if any) and made apart hereof. Tenant shall accept the Apartment Furniture "as is" on the commencement date of this Lease. Owner represents that all Apartment Furniture are in good repair and in working order on the commencement date of this Lease except as may be noted in Exhibit D.

~~Tenant shall take good care of the Apartment Furniture during the pendency of this Lease and shall be liable for any damages caused by Tenant or Tenant Parties to the Apartment Furniture. Tenant shall not be responsible for any damages to the Apartment Furniture not caused by Tenant or Tenant Parties or caused by ordinary wear and tear. Tenant shall surrender the Apartment Furniture when this Lease terminates in the same condition as on the date this Lease commenced, subject to ordinary wear and tear. If any repairs are required to the Apartment Furniture when this Lease terminates, Tenant shall pay Owner upon demand the cost of any required repairs.~~

~~Tenant may not remove the Apartment Furniture from the Apartment or change the location of the Apartment Furniture during the pendency of this Lease without Owner's prior written consent.~~

34. BROKER

- A. ~~Owner and Tenant represent that in the negotiation of this Lease they dealt with no broker(s) other than _____ (the "Tenant's Broker") and _____ (the "Owner's Broker") (hereinafter collectively referred to as the "Broker"). Such Broker(s) will be compensated by [Tenant][Owner] in accordance with a separate agreement subject to a fully executed and delivered lease.~~
- B. Tenant represents to Owner that Tenant has not dealt with any real estate broker in connection with the leasing of the Apartment.
- C. Owner and Tenant hereby agree to indemnify, defend and hold harmless each other from and against any and all claims, demands, liabilities, suits, losses, costs and expenses (including reasonable attorneys' fees and disbursements) arising out of any inaccuracy or alleged inaccuracy of the above representation. Owner shall have no liability for any brokerage commissions arising out of a sublease or assignment by Tenant. The provisions of this Article 34 shall survive the expiration or sooner termination of this Lease.

35. TENANT'S OPTION TO RENEW [DELETE IF INAPPLICABLE; IF APPLICABLE, PLEASE INSERT NECESSARY INFORMATION]

- A. ~~Tenant shall have the right to extend the term of this Lease for _____ year(s) commencing _____, and ending on _____, (the "Extension Term") provided: (i) Tenant gives Owner notice (the "Extension Notice"), in the manner required under this Lease, of Tenant's election to extend the term of this Lease; (ii) the Election Notice must be given to Owner at least ninety (90) days prior to the ending date of this Lease as stated in Article 2, TIME BEING OF THE ESSENCE; (iii) Tenant shall have been timely in Tenant's payment of Rent and Additional Rent and may not have been in default prior to delivering the Extension Notice or then be in default of any provisions of this Lease when the Extension Notice is given or on the commencement date of the Extension Term; and (iv) Tenant is occupying the Apartment and have not assigned this Lease nor sublet the~~



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~~Apartment. If Owner fails to receive the Extension Notice by the date specified herein, TIME BEING OF THE ESSENCE, this Article 35 shall be of no further force and effect.~~

~~B. The monthly Rent payable by Tenant during the Extension Term shall be \$_____.~~

~~C. All provisions of this Lease, except as specifically modified by this Article 35, shall be, and remain in, full force and effect during the Extension Term.~~

36. TERRACES, BALCONIES AND BACKYARDS All of the terms and conditions of this Lease apply to the terrace, balcony and/or backyard (as applicable). Tenant's use of the terrace or balcony must comply with any rules that may be provided to Tenant by Owner.

Tenant shall clean the terrace or balcony and keep the terrace or balcony free from snow, ice, garbage and other debris. No cooking is allowed on the terrace or balcony except as may be otherwise permitted by law. Tenant may not install a fence or any addition on the terrace or balcony. Tenant is responsible for making all repairs to the terrace or balcony if caused by Tenant, the Tenant Parties or any other visitor to the Apartment, at Tenant's sole expense.

~~**37. LEAD PAINT DISCLOSURE** Simultaneously with the execution of this Lease, Tenant and Owner shall sign and complete the disclosure of information on lead-based paint and/or lead-based paint hazards annexed as a rider attached to this Lease. Tenant acknowledges receipt of the pamphlet, "Protect Your Family From Lead in Your Home" prepared by the United States Environmental Protection Administration.~~

38. PETS

~~A. Tenant may not keep any pets in the Apartment. IF TENANT BREACHES THIS SECTION, TENANT WILL FORFEIT TWENTY PERCENT (20%) OF THE SECURITY DEPOSIT TO OWNER, TO COMPENSATE OWNER FOR ANY AND ALL COSTS RELATING THERETO AS LIQUIDATED DAMAGES (AND NOT AS A PENALTY). TENANT ACKNOWLEDGES AND AGREES THAT THE FOREGOING IS A MATERIAL INDUCEMENT FOR OWNER TO ENTER INTO THIS LEASE, AND BUT FOR SAID COVENANT, OWNER WOULD NOT HAVE EXECUTED THIS LEASE AGREEMENT.~~

B. Tenant may keep pets in the Apartment provided: (i) Tenant obtains the prior written consent of Owner; and (ii) Tenant complies with any rules with respect to the keeping of pets in the Apartment. Owner hereby consents to the following pet(s): See Pet Rider

39. KEYS/SECURITY

A. Tenant shall not remove, alter, or change in any way the existing locks, security codes or keys that are provided for the Apartment or any part thereof. Tenant assumes liability for any person keys are entrusted to. The name, address and telephone number of any person with an additional set of keys to the Apartment are required to be furnished to Owner or its managing agent. Only Owner may make such additional sets of keys upon Tenant's written request with the abovementioned information. Owner will not refuse any such reasonable request. All extra sets of keys must be returned to Owner no later than one (1) day prior to move out unless agreed to by Owner. In the event that all keys are not returned to the Owner by or before the last day of tenancy, Tenant agrees to pay for the replacement cost as mentioned below (or part thereof if Owner deems it appropriate).

B. Tenant agrees and understands that Tenant will be charged a re-keying fee in the sum of **\$350.00** for the entrance door each and every time a key replacement is required or deemed necessary by Owner if the need arises due to Tenant's loss of the key, employee changes, or request. Said charges shall be deemed Additional Rent.

40. WINDOW GUARDS Simultaneously with the execution of this Lease, Tenant shall complete and deliver to Owner a notice with respect to the installation of window guards in the Apartment in the form required by the City of New York annexed as a rider attached to this Lease. Tenant acknowledges that it is a violation of law to refuse, interfere with installation, or remove window guards where required.

41. BED BUG DISCLOSURE Tenant and Owner shall sign and complete the disclosure of bedbug infestation history annexed as a rider attached to this Lease.

42. SPRINKLER DISCLOSURE Tenant and Owner shall sign and complete the sprinkler disclosure annexed as a rider attached to this Lease.

43. OCCUPANCY NOTICE FOR INDOOR ALLERGEN HAZARDS Owner shall complete and deliver to Tenant the Occupancy Notice for Indoor Allergen Hazards annexed as a rider attached to this Lease. Owner acknowledges that it has delivered to Tenant "What Every Tenant Should Know About Indoor Allergens" and Tenant acknowledges receipt of such notice.

~~**44. STOVE KNOB COVERS** Simultaneously with the execution of this Lease, Tenant shall complete and deliver to Owner the Annual Notice for Tenants in Multiple Dwelling Units with gas-powered stoves annexed as a rider attached to this~~



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Lease.

- 45. NO SHORT TERM RENTAL** Under no circumstances shall Tenant put a listing for the Apartment on Airbnb or for other similar short term rental (i.e., a rental for less than thirty (30) days), or use the Apartment for same. If Tenant does so, Owner has the right to immediately terminate this Lease.

TENANT ACKNOWLEDGES AND AGREES THAT THE FOREGOING IS A MATERIAL INDUCEMENT FOR OWNER TO ENTER INTO THIS LEASE, AND BUT FOR SAID COVENANT, OWNER WOULD NOT HAVE EXECUTED THIS LEASE AGREEMENT. IF TENANT DISREGARDS THIS AGREEMENT, IN ADDITION TO THE RIGHT OF INJUNCTION, THE RIGHT TO TERMINATE THIS LEASE ON SIX (6) DAYS' WRITTEN NOTICE TO TENANT AND ANY AND ALL REMEDIES AVAILABLE UNDER THIS LEASE AND AT LAW OR EQUITY, TENANT WILL FORFEIT THE ENTIRE SECURITY DEPOSIT TO THE OWNER, TO COMPENSATE OWNER FOR ANY AND ALL COSTS RELATING THERETO AS LIQUIDATED DAMAGES (AND NOT AS A PENALTY). TENANT SHALL ALSO BE RESPONSIBLE FOR ANY AND ALL FINES AND PENALTIES IMPOSED BY ANY GOVERNMENTAL OR QUASI-GOVERNMENTAL AGENCY OR BODY.

- 46. INDEMNIFICATION** Tenant shall indemnify and save harmless Owner and Owner's agents and, at Owner's option, defend Owner and Owner's agents against and from any and all claims against Owner and Owner's agents arising wholly or in part from any act, omission or negligence of Tenant or the Tenant Parties. This indemnity and hold harmless agreement shall include indemnity from and against any and all liability, fines, suits, demands, costs, damages and expenses of any kind or nature (including without limitation attorney's and other professional fees and disbursements) incurred in or in connection with any such claims (including any settlement thereof) or proceeding brought thereon, and the defense thereof

- 47. NOISE** Tenant shall not create any unreasonable noise levels which shall interfere with the quiet enjoyment of the other tenants of the Building or the neighbors of the Building. Tenant agrees to promptly notify Owner in writing of all noise complaints or summons which Tenant receives in writing, and to submit a proposal reasonably satisfactory to Owner as to how to handle same and assure that such complaints shall not recur. TENANT ACKNOWLEDGES AND AGREES THAT THE FOREGOING IS A MATERIAL INDUCEMENT FOR OWNER TO ENTER INTO THIS LEASE, AND BUT FOR SAID COVENANT, OWNER WOULD NOT HAVE EXECUTED THIS LEASE AGREEMENT. IF TENANT DISREGARDS THIS AGREEMENT, IN ADDITION TO THE RIGHT OF INJUNCTION AND ANY AND ALL REMEDIES AVAILABLE UNDER THIS LEASE AND AT LAW OR EQUITY, TENANT WILL FORFEIT THE ENTIRE SECURITY DEPOSIT TO THE OWNER, TO COMPENSATE OWNER FOR ANY AND ALL COSTS RELATING THERETO AS LIQUIDATED DAMAGES (AND NOT AS A PENALTY).

- 48. WAIVER OF LIABILITY** Anything contained in this Lease to the contrary notwithstanding, Tenant agrees that Tenant shall look solely to the estate and property of Owner in the Apartment or to any proceeds obtained by Owner as a result of a sale by Owner of the Apartment, for the collection of any judgment (or other judicial process) requiring the payment of money by Owner in the event of any default or breach by Owner with respect to any of the terms and provisions of this Lease to be observed and/or performed by Owner, subject, however, to the prior rights of any lessor under a superior lease or holder of a superior mortgage. No other assets of Owner or any partner, officer, director or principal of Owner, shall be subject to levy, execution or other judicial process for the satisfaction of Tenant's claim hereunder.

- 49. OWNER'S APPROVAL** If Tenant shall request Owner's approval or consent and Owner shall fail or refuse to give such approval or consent, Tenant shall not be entitled to any damages for any withholding or delay of such approval or consent by Owner, it being intended that Tenant's sole remedy shall be an action for injunction without bond or specific performance (the rights to money damages or other remedies being hereby specifically waived. Furthermore, such remedy shall be available only in those cases where Owner shall have expressly agreed in writing not to unreasonably withhold its consent or approval (as applicable), or where as a matter of law, Owner may not unreasonably withhold its consent or approval. In such event, provided Tenant is successful therein, Owner shall be responsible to pay Tenant's actual costs and expenses incurred therein, including reasonable attorneys' fees.

- 50. BANKRUPTCY; INSOLVENCY** If (i) Tenant files a voluntary petition in bankruptcy or insolvency or are the subject of an involuntary bankruptcy proceeding, (ii) Tenant assigns property for the benefit of creditors, or (iii) a non-bankruptcy trustee or receiver of Tenant's or Tenant's property is appointed, Owner may give Tenant thirty (30) days' notice of cancellation of the Term of this Lease. If any of the above is not fully dismissed within the thirty (30) day period, the Term shall end as of the date stated in the notice. Tenant must continue to pay Rent and Additional Rent and any damages, losses and expenses due Owner without offset.

- 51. CONTROLLING LAW** Tenant acknowledges that by negotiating and entering into this Lease, Tenant has transacted business within the State of New York. Any action, proceeding or claim arising out of this Lease or breach thereof, shall be litigated within the State of New York and the parties consent to the personal jurisdiction of the courts (including the New York City Housing Court) within the State of New York and consent that any process may be served either personally, by facsimile or by certified or registered mail, return receipt requested, to Tenant at Tenant's address as set forth in this



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J.D.
EC57BC51

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Lease, or in any manner provided by New York Law.

Tenant shall not be entitled, directly or indirectly, to diplomatic or sovereign immunity and shall be subject to, and Tenant shall agree to consent to, the service of process in, and the jurisdiction of, the courts of, New York State.

52. OWNER'S CONTROL The Lease shall not end or be modified nor will Tenant's obligations be ended or modified if for any cause not fully within Owner's reasonable control, Owner is delayed or unable to (a) fulfill any of Owner's promises or agreements, or (b) supply any required service or (c) make any required repairs to the Apartment.

53. COUNTERPARTS This Lease may be executed in any number of identical counterparts and by scanned or facsimile signature, and each counterpart hereof shall be deemed to be an original instrument, but all counterparts hereof taken together shall constitute but a single instrument.

54. BINDING EFFECT It is expressly understood and agreed that this Lease shall not constitute an offer or create any rights in Tenant's favor, and shall in no way obligate or be binding upon Owner, and this Lease shall have no force or effect until this Lease is duly executed by Tenant and Owner and a fully executed copy of this Lease is delivered to both Tenant and Owner.

55. SMOKING THERE IS NO SMOKING PERMITTED INSIDE THE APARTMENT (OR ON THE BALCONY OR TERRACE, IF ANY) UNDER ANY CIRCUMSTANCES. IF TENANT DISREGARDS THIS AGREEMENT, TENANT WILL FORFEIT ONE-THIRD (1/3) OF THE SECURITY DEPOSIT TO THE OWNER, TO COMPENSATE OWNER FOR ANY AND ALL COSTS RELATING THERETO AS LIQUIDATED DAMAGES (AND NOT AS A PENALTY). TENANT ACKNOWLEDGES AND AGREES THAT THE FOREGOING IS A MATERIAL INDUCEMENT FOR OWNER TO ENTER INTO THIS LEASE, AND BUT FOR SAID COVENANT, OWNER WOULD NOT HAVE EXECUTED THIS LEASE AGREEMENT.

TENANT AND OWNER SHALL SIGN AND COMPLETE THE BUILDING'S SMOKING POLICY ANNEXED AS RIDER ATTACHED TO THIS LEASE.

56. GARBAGE, REFUSE AND RECYCLING Tenant shall comply with the rules and regulations of the Building in all respects, including, but not limited to, those regarding garbage and recycling laws. Tenant shall not place any large articles outside of the Apartment except in compliance with the rules and regulations of the Building in all respects. Tenant agrees to promptly pay Owner for any violations for violation of Tenant's obligations pursuant to this Article 56.

57. TOILETS/PLUMBING FIXTURES The toilets and plumbing fixtures shall only be used for the purposes for which they were designed or built for. No feminine hygiene or similar products such as paper towels may be discarded in the toilets or plumbing fixtures.

58. EMERGENCIES Tenant will provide Owner with list of persons to contact in the event of an emergency. Emergencies include, but are not limited to: health and safety of Tenant or guests, water damage or fire, or unauthorized persons attempting entry into the Apartment without Owner's knowledge.

59. BICYCLES All bicycles are expressly forbidden in the Apartment.

60. ALARM SYSTEM ~~Tenant hereby acknowledges and agrees that the Apartment comes equipped with an alarm system (the "Alarm System") which must be turned on each and every time that Tenant leaves the Apartment unoccupied for an extended period of time. Owner shall deliver codes to Tenant to the Alarm System prior to Lease commencement. Tenant acknowledges that Tenant shall not change the Alarm System codes under any circumstances without the prior written consent of Owner. Tenant acknowledges and agrees that the foregoing is a material inducement for Owner to enter into this Lease, and but for said covenant, Owner would not have executed this Lease. Notwithstanding the presence of the Alarm System in the Apartment, Tenant hereby acknowledges and agrees that Owner will not be responsible for any loss or lost or stolen personal property, equipment, money or any article taken from the Apartment regardless of how or when such loss occurs.~~

61. THIRD PARTY BENEFICIARY This Lease is an agreement solely for the benefit of Owner and Tenant (and their permitted successors and/or assigns). No person, party or entity other than Owner and Tenant shall have any rights hereunder or be entitled to rely upon the terms, covenants and provisions contained herein. The provisions of this Article 61 shall survive the termination hereof.

62. MOVING IN, VACATING APARTMENT AND TERMINATION

A. Should Owner become concerned with the inadequate care and/or supervision of Tenant's moving company's crew, Tenant shall instruct moving personnel to comply with Owner's reasonable request for added protection throughout the Apartment. All moving personnel must be fully insured and reasonable proof of such insurance must be supplied to Owner before moving will be permitted on or in the Apartment.

B. In the course of Tenant's moving in, out or having items delivered to the Apartment, should there be any damage to the halls, doors or any other part of the Apartment or the Building, Tenant shall be responsible to pay for the repair of such damage.



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C. Upon the expiration of this Lease, Tenant shall return the Apartment in broom clean condition. Additional cleaning charges incurred by Owner due to Tenant's breach of this Article 62 shall be borne by Tenant and shall be deemed Additional Rent.

63. OWNER UNABLE TO PERFORM Notwithstanding anything to the contrary contained in this Lease, any prevention, delay or stoppage due to strikes, lockouts, labor disputes, acts of God, inability to obtain services, labor, or materials or reasonable substitutes therefore, governmental actions, civil commotion, fire or other casualty, and other causes beyond the reasonable control of the party obligated to perform, except with respect to the obligations imposed with regard to the payment of Rent and Additional Rent to be paid by Tenant pursuant to this Lease (any of the foregoing "Force Majeure") shall excuse the performance of such party for a period equal to any such prevention, delay or stoppage.

64. ILLEGALITY. If a term in this Lease is illegal, invalid or unenforceable, the rest of this Lease remains in full force.

65. FLOOD RISK AND HISTORY NOTICE Tenant and Owner shall sign and complete the flood risk and history notice form annexed as a rider to this Lease.

SIGNATURES CONTINUED ON NEXT PAGE



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TO CONFIRM OUR AGREEMENTS, OWNER AND TENANT RESPECTIVELY SIGN THIS LEASE AS OF THE DAY AND YEAR FIRST WRITTEN ON PAGE 1.

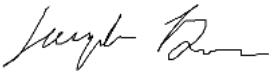
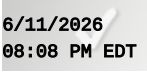
Witnesses		BY: CHUANG HENG REGO PARK LLC	
_____	_____	_____	_____
(Witness)	Date	Sophia Kang (Landlord)	Date
		 Signed by John Duong	
		Thu Jun 11 2026 07:25:49 PM EDT	
		Key: EC57BC51; IP Address: 23.47.58.133	
_____	_____	_____	_____
(Witness)	Date	John Duong (Tenant)	Date
			
			
_____	_____	_____	_____
(Witness)	Date	Jacquelyn Duong (Tenant)	Date

EXHIBIT A

MEMORANDUM CONFIRMING TERM

[DELETE IF INAPPLICABLE]

THIS MEMORANDUM ("Memorandum") is made as of June 5, 2026 between Chuang Heng Rego Park LLC, ("Owner") and John Duong and Jacquelyn Duong ("Tenant"), pursuant to that certain Lease Agreement between Owner and Tenant dated as of June 28, 2026 (the "Lease") for the Apartment located at 98-10 63rd Rd, New York, NY 11374 (the "Apartment"), and more particularly described in the Lease. All initial-capitalized terms used in this Memorandum have the meanings ascribed to them in the Lease.

1) Owner and Tenant hereby confirm that:

- (a) The Lease Commencement Date of the Lease Term is June 28, 2026;
- (b) The expiration date of the Lease Term is June 27, 2027; and
- (c) The date Rent commences under the Lease is June 28, 2026.

2) Tenant hereby confirms that:

- (a) All commitments, arrangements or understandings made to induce Tenant to enter into the Lease have been satisfied;
- (b) The condition of the Apartment complies with Owner's obligations under the Lease; and
- (c) Tenant has accepted and is in full and complete possession of the Apartment.

3) This Memorandum shall be binding upon and inure to the benefit of the parties and their permitted successors and assigns.

IN WITNESS WHEREOF, the parties have executed this Memorandum as of the date first set forth above.

Witnesses

BY: CHUANG HENG REGO PARK LLC

(Witness)

Date

Sophia Kang (Landlord)

Date



Signed by John Duong

Thu Jun 11 2026 07:25:58 PM EDT

Key: EC57BC51; IP Address: 23.47.58.133

(Witness)

Date

John Duong (Tenant)

Date

6/11/2026
08:08 PM EDT

(Witness)

Date

Jacquelyn Duong (Tenant)

Date



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EXHIBIT B

STANDARD FORM OF APARTMENT LEASE



The Real Estate Board of New York, Inc.

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ATTACHED OWNER'S RULES AND REGULATIONS WHICH ARE A PART OF THE LEASE AS PROVIDED BY ARTICLE 10

1. Public Access Ways

- a) Tenants shall not block or leave anything in or on fire escapes, the sidewalks, entrances, driveways, elevators, stairways, or halls of the Building. Public access ways shall be used only for entering and leaving the Apartment and the Building. Only those elevators and passageways designated by Owner can be used for deliveries.
- b) Baby carriages, bicycles or other property of Tenants shall not be allowed to stand in the halls, passageways, public areas or common areas of the Building.

2. Bathroom and Plumbing Fixtures

The bathrooms, toilets and wash closets and plumbing fixtures shall only be used for the purposes for which they were designed or built; sweepings, rubbish bags, acids or other substances shall not be placed in them.

3. Refuse

Carpets, rugs or other articles shall not be hung or shaken out of any window of the Apartment or Building. Tenants shall not sweep or throw or permit to be swept or thrown any dirt, garbage or other substances out of the windows or into any of the halls, elevators or elevator shafts of the Building. Tenants shall not place any articles outside of the Apartments or outside of the Building except in safe containers and only at places designated by Owner.

4. Elevators

All non-automatic passenger and service elevators shall be operated only by employees of Owner and must not in any event be interfered with by Tenants. The service elevators, if any, shall be used by servants, messengers and trades people for entering and leaving, and the passenger elevators, if any, shall not be used by them for any purpose.

5. Laundry

Laundry and drying apparatus, if any, shall be used by Tenants in the manner and at the times that the superintendent or other representative of Owner may direct. Tenants shall not dry or air clothes on the roof.

6. Keys and Locks

Owner may retain a pass key to the apartment. Tenants may install on the entrance of the Apartment an additional lock of not more than three inches in circumference. Tenants may also install a lock on any window but only in the manner provided by law. Immediately upon making any installation of either type, Tenants shall notify Owner or Owner's agent and shall give Owner or Owner's agent a duplicate key. If changes are made to the locks or mechanism installed by Tenants, Tenants must deliver keys to Owner. At the end of this Lease, Tenants must return to Owner all keys either furnished or otherwise obtained. If Tenants lose or fail to return any keys which were furnished to them, Tenants shall pay to Owner the cost of replacing them.

7. Noise

Tenants, their families, guests, employees, or visitors shall not make or permit any disturbing noises in the Apartment or Building or permit anything to be done that will interfere with the rights, comforts or convenience of other tenants. Also, Tenants shall not play a musical instrument or operate or allow to be operated a CD player, radio or television set so as to disturb or annoy any other occupant of the Building.

8. No Projections

An aerial may not be erected on the roof or outside wall of the Building without the written consent of Owner, in Owner's sole discretion. Also, awnings or other projections shall not be attached to the outside walls of the Building or to any balcony or terrace.

9. No Pets

Dogs or animals of any kind shall not be kept or harbored in the Apartment, unless in each instance it be expressly permitted in writing by Owner. This consent, if given, can be taken back by Owner at any time for good cause on reasonably given notice. Unless carried or on a leash, pets shall not be permitted on any passenger elevator or in any public portion of the building. Also, pets are not permitted on any grass or garden plot under any condition. THE STRICT ADHERENCE TO THE PROVISIONS OF THIS RULE BY EACH TENANT IS A MATERIAL REQUIREMENT OF EACH LEASE. TENANT'S FAILURE TO OBEY THIS RULE SHALL BE CONSIDERED A MATERIAL BREACH BY TENANT UNDER THE LEASE AND OWNER MAY ELECT TO END THE LEASE BASED UPON THIS VIOLATION.

10. Moving

Tenants can use the elevator to move furniture and possessions only on designated days and hours. Owner shall not be liable for any costs, expenses or damages incurred by Tenants in moving because of delays caused by the unavailability of the elevator.

11. Floors

Apartment floors shall be covered with rugs or carpeting of at least 80% of the floor area of each room excepting only kitchens, pantries, bathrooms and hallways. The tacking strip for wall-to-wall carpeting will be glued, not nailed to the



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floor.

12. Window Guards IT IS A VIOLATION OF LAW TO REFUSE, INTERFERE WITH INSTALLATION, OR REMOVE WINDOW GUARDS WHERE REQUIRED. (SEE ATTACHED WINDOW GUARD RIDER)

13. Odors Tenants shall not permit objectionable odors to emanate from the Apartment or the Building.

14. Smoke and Carbon Monoxide Detectors Tenants shall not remove batteries from smoke or carbon monoxide detectors or in any other way disarm them.



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9810 63RD RD, NEW YORK, NY
APT. #1204

RIDER TO VACANCY LEASE (MARKET)
PROHIBITION OF E-BICYCLES, E-SCOOTERS AND HOVERBOARDS

IN THE EVENT THAT THERE ARE ANY PROVISIONS CONTAINED IN THIS RIDER WHICH ARE INCONSISTENT WITH THE PROVISIONS CONTAINED IN THE MAIN BODY OF THE LEASE DATED JUNE 28, 2026, BETWEEN CHUANG HENG REGO PARK LLC, THE OWNER OF THE BUILDING, AND TENANT, AS HEREINAFTER DEFINED, IT SHALL BE DEEMED TO BE THE INTENT OF THE PARTIES HERETO THAT THE PROVISIONS CONTAINED IN THIS AGREEMENT SUPERSEDE ANY INCONSISTENT PROVISIONS THEREIN SUCH THAT SAID LEASE IS DEEMED MODIFIED HEREBY.

IT IS HEREBY AGREED this 5th day of June 2026, by and between Chuang Heng Rego Park LLC, the owner ("Owner") of the premises known as and located at 9810 63RD RD, New York, NY 11374 ("Building") and John Duong and Jacquelyn Duong, the tenant ("Tenant") of Apartment 1204 ("Apartment") located at the Building as follows:

The parties agree that paragraph 10(B) of the Lease provides that Tenant shall "obey all Owner's rules listed in this Lease and all future reasonable rules of Owner or Owner's agent."

The parties also agree that paragraph 11 of the Lease defines "Objectionable Conduct" in part as "anything which interferes with the right of others to properly and peacefully enjoy their Apartments, or causes conditions that are dangerous, hazardous, unsanitary and detrimental in to other tenants in the Building."

The parties agree that E-Bicycles, E-Scooters and Hoverboards with lithium ion batteries are fire hazards and therefore are extremely dangerous. Consequently, the presence of E-Bicycles, E-Scooters and/or Hoverboards and/or similar devices with a lithium ion battery in the Apartment and the Building shall be deemed to be "Objectionable Conduct" as defined by the Lease, are thereby prohibited pursuant to paragraphs 10(B) and 11 of the Lease, and shall entitle the Owner to end the Lease.

The parties shall be deemed to have jointly drawn this Rider in order to avoid any negative inference against the preparer of the document. The covenants, agreements, terms, provisions and conditions contained in this Rider shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

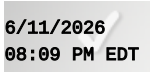
IN WITNESS WHEREOF, the parties hereto have caused this Rider to be executed as of the day and year first above written.

Chuang Heng Rego Park LLC

 **Signed by John Duong**
Thu Jun 11 2026 07:26:42 PM EDT
Key: EC57BC51; IP Address: 23.47.58.133

John Duong (Tenant) _____ Date

Sophia Kang (Landlord) _____ Date

Jacquelyn Duong (Tenant) _____ Date

RIDER

NOTICE TO TENANT
DISCLOSURE OF BEDBUG INFESTATION HISTORY

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

Name of tenant(s): **John Duong and Jacquelyn Duong**

Building: **98-10 63rd Rd, New York, NY 11374**

Apt. #: **1204**

Date of vacancy lease: **June 28, 2026**

BEDBUG INFESTATION HISTORY
(Only boxes checked apply)

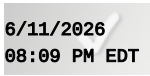
- ☒ There is no history of any bedbug infestation within the past year in the building or in any apartment.
- ☐ During the past year the building had a bedbug infestation history that has been the subject of eradication measures. The location of the infestation was on the _____ floor(s).
- ☐ During the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

Chuang Heng Rego Park LLC

 **Signed by John Duong**
Thu Jun 11 2026 07:26:51 PM EDT
Key: EC57BC51; IP Address: 23.47.58.153

John Duong (Tenant) _____ Date

Sophia Kang (Landlord) _____ Date

Jacquelyn Duong (Tenant) _____ Date

STOP BED BUGS SAFELY

WHAT ARE BED BUGS?

Bed bugs are small insects that feed on human blood. They are usually active at night when people are sleeping. Adult bed bugs have flat rusty-red-colored oval bodies. Adult bed bugs are about the size of an apple seed, they are big enough to be easily seen, but often hide in cracks in furniture, floors, or walls. When bed bugs feed, their bodies swell and become brighter red. They can live for several months without feeding on a host.

WHAT DOES A BED BUG BITE FEEL AND LOOK LIKE?

Most bed bug bites are initially painless, but later turn into large, itchy skin welts. These welts do *not* have a red spot in the center as do the bites from fleas.

ARE BED BUGS DANGEROUS?

Although bed bugs and their bites are a nuisance, they are not known to spread diseases.

HOW DOES A HOME BECOME INFESTED WITH BED BUGS?

In most cases, people carry bed bugs into their homes unknowingly, in infested luggage, furniture, bedding, or clothing. Bed bugs may also travel between apartments through small crevices and cracks in walls and floors.

HOW DO I KNOW IF MY HOME IS INFESTED WITH BED BUGS?

You may notice itchy skin welts. You may also see the bed bugs themselves, small bloodstains from crushed insects, or dark spots from their droppings. It is often hard to find them because they hide in or near beds, other furniture, and in cracks.

SHOULD I USE A PEST CONTROL COMPANY?

The Health Department recommends that homeowners hire pest control companies registered by the New York State Department of Environmental Conservation (DEC) to get rid of bed bugs.

The pest control company should:

- Inspect your home to confirm the presence of bed bugs.
- Find and eliminate their hiding places.
- Treat your home with special cleaning and/or pesticides if necessary.
- Make return visits to make sure bed bugs are gone.

Be sure your pest control company hires licensed pest management professionals. Ask to see a copy of their license or check directly with DEC by calling (718) 482-4994 or visiting <http://www.dec.ny.gov/permits/209.html>

IS IT NECESSARY TO USE PESTICIDES TO GET RID OF BED BUGS?

The best way to get rid of bed bugs is to clean, disinfect and eliminate their hiding places. Since young bed bugs (nymphs) can live for several months without feeding and the adults for more than a year, the pest control company may use a pesticide. Talk with the professional about safe use of pesticides and make sure he/she:

- Uses the least toxic pesticide.
- Follows instructions and warnings on product labels.
- Advises you about staying out of treated rooms and when it is safe to reenter.
- Treats mattresses and sofas by applying small amounts of pesticides on seams only. Pesticides should **never** be sprayed on top of mattresses or sofas.



Actual size

Michael F. Potter, University of Kentucky ©2004

EHS1317501 - 1.09



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HOW CAN I GET RID OF BED BUGS?

1. Find out where bed bugs are hiding in your home.

Use a bright flashlight to look for bed bugs or their dark droppings in bedroom furniture. Or use a hot hair dryer, a thin knife, an old subway card or a playing card to force them out of hiding spaces and cracks. Check:

- Behind your headboard.
- In the seams and tufts of your mattress and inside the box spring.
- Along bedroom baseboard cracks.
- In and around nightstands.
- Other bedroom items, including window and door casings, pictures, moldings, nearby furniture, loose wallpaper, cracks in plaster and partitions, and clutter.

2. Clean areas where bed bugs are likely to hide.

- Clean bedding, linens, curtains, rugs, carpets, and clothes. To kill bed bugs, wash items in hot water and dry them on the highest dryer setting. Soak delicate clothes in warm water with lots of laundry soap for several hours before rinsing. Wool items, plush toys, shoes, and many other items can be placed into a hot dryer for 30 minutes to get rid of bed bugs.
- Scrub mattress seams with a stiff brush to dislodge bed bugs and their eggs.
- Vacuum mattresses, bed frames, nearby furniture, floors and carpets. Pay special attention to cracks and open spaces. Immediately after vacuuming, put the vacuum cleaner bag in a sealed plastic bag, and dispose of it in an outdoor container.
- If you find bed bugs on a mattress, cover it with a waterproof, zippered mattress cover labeled "allergen rated," or "for dust mites." Keep the cover on for at least one year.
- If your box spring is infested, seal it inside a vinyl box spring cover for at least one year. If no cover is available, throw the box spring away.
- Dispose of infested items that cannot be cleaned and get rid of clutter. Seal tightly in a plastic garbage bag and discard in an outside container.
- Repair cracks in plaster and repair or remove loose wallpaper.

3. Be very cautious about using pesticides yourself.

Pesticides can be hazardous to people and pets. If you choose to use a pesticide, or a licensed pest control professional suggests you use one, follow these precautions:

- Only use pesticides clearly labeled for bed bug extermination. Never use a cockroach spray, ant spray, or any other pesticide that does not list bed bugs on the label.
- Follow label instructions exactly.
- Never spray pesticides on top of mattresses or sofas, or in areas where children or pets are present.
- Never purchase or use a product without a manufacturer's label and never buy pesticides from street vendors.
- Avoid using "insecticide bombs" and "foggers" in your home. These products can spread hazardous chemicals throughout your home, and are not likely to be effective against bed bugs.

HOW CAN I KEEP BED BUGS OUT OF MY HOME?

- Wash clothing and inspect luggage immediately after returning from a trip.
- Inspect used furniture for bed bugs before bringing it into your home.
- Never bring discarded bed frames, mattresses, box springs, or upholstered furniture into your home.

HOW CAN I KEEP MY FURNITURE FROM INFESTING SOMEONE ELSE'S HOME?

- Never resell or donate infested furniture or clothing.
- If you throw infested furniture away, make it undesirable to others by cutting or poking holes in its upholstery or making it unusable. Tape a sign to it that says, "Infested with Bed Bugs."

This fact sheet is available at nyc.gov/health. For more copies, call 311 and ask for "Stop Bed Bugs Safely."



Revised 12-08



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): John Duong and Jacquelyn Duong
 Lease Premises Address: 98-10 63rd Rd, New York, NY 11374
 Apartment Number: 1204 (the "Leased Premises")
 Date of Lease: June 28, 2026

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.



Signed by John Duong

Thu Jun 11 2026 07:27:13 PM EDT

Key: EC57BC51; IP Address: 23.47.58.133

John Duong (Tenant)

Date

Jacquelyn Duong (Tenant)

Date

6/11/2026
08:09 PM EDT

Chuang Heng Rego Park LLC

Sophia Kang (Landlord)

Date



Initials:



LO





State of New York
Division of Housing and Community
Renewal
Office of Rent Administration
Web Site: www.hcr.ny.gov

Gertz Plaza
92-31 Union Hall Street
Jamaica, New York 11433

NOTICE OF 421-a (16) APARTMENT MARKET RATE THRESHOLD EXEMPTION - 2025

MAILING ADDRESS OF TENANT:

Name: **John Duong and Jacquelyn Duong**
Number/Street: **98-10 63rd Rd** Apt. No. **1204**
City, State, Zip Code: **New York, NY, 11374**

MAILING ADDRESS OF OWNER/AGENT:

Name: **Chuang Heng Rego Park LLC**
Number/Street: **9810 63RD RD**
City, State, Zip Code: **Rego Park, NY 11374-1700**
Telephone Number: **(646) 532-3220**

1. Reason for Exemption:

Market Rate Vacancy - The rent for the subject rent stabilized apartment has been lawfully raised to an amount equal to or greater than the Market Rate Threshold. The Market Rate Threshold for 2024 in New York City is \$3,123.69.

2. Last Legal Regulated Rent: **\$0.00**

The last legal rent may be verified by the tenant by contacting DHCR. The tenant can contact the DHCR and request that a registered apartment rent history be mailed to his or her apartment or complete a Request for Records Access (Form REC-1) and submit it to the attention of the Records Access Officer at the address listed above.

3. Calculation of the rent that qualifies for exemption:

3.1 Last Legal Regulated Rent (same as # 2) **\$0.00**

3.2 Guideline for use in a vacancy lease. **0%** **\$0.00**

3.3 Individual Apartment Improvements (IAI) Costs

Before completing this section, refer to DHCR Operational Bulletin 2024-2.

A. Bathroom Renovation (check all applicable items)

☐ Complete Renovation (if this box is checked you are not required to check individual items)

OR

☐ Individual Items
(check all applicable items)

- ☐ Sink
- ☐ Shower Body
- ☐ Toilet
- ☐ Tub
- ☐ Plumbing
- ☐ Cabinets
- ☐ Vanity
- ☐ Floors and/or Wall Tiles
- ☐ Other (describe) _____

Total Costs for Parts and Labor

\$ _____
(A)

CORE

B. Kitchen Renovation (check all applicable items)

☐ Complete Renovation (if this box is checked you are not required to check individual items)

OR

☐ Individual Items

(check all applicable items)

☐ Sink

☐ Stove

☐ Refrigerator

☐ Dishwasher

☐ Cabinets

☐ Plumbing

☐ Floors and/or Wall Tiles

☐ Countertops

☐ Other (describe)

Total Costs for Parts and Labor

\$ _____

(B)

C. Other (check all applicable items)

☐ Doors

☐ Windows

☐ Radiators

☐ Light Fixtures

☐ Electrical Work

☐ Sheetrock

☐ Other (describe)

Total Costs for Parts and Labor

\$ _____

(C)

\$ _____

Total IAI Cost
(Sum of (A), (B) and (C))

Before completing Line 4, please refer to DHCR Operational Bulletin 2024-2, which details IAI tiers, amortization rates, and limits on rent increases.

4. Rent Increase Based on IAI

\$0.00

Total IAI

Rent Increase

5. New Rent - Qualifying for Exemption (sum of 3.1, 3.2 and 4)

\$0.00

(must be equal to or greater than the Market Rate Threshold)

6. Actual Rent Paid

\$3,671.00

I certify that the information provided in this notice is accurate and complete to the best of my knowledge and that I am complying with the requirements of the registrations cited in this notice and attached information and instructions.

Chuang Heng Rego Park LLC



Signed by John Duong

Thu Jun 11 2026 07:28:05 PM EDT

Key: EC57BC51; IP Address: 23.47.58.133

John Duong (Tenant)

Date

Sophia Kang (Landlord)

Date

6/11/2026
08:09 PM EDT

Jacquelyn Duong (Tenant)

Date

Information and Instructions

- Relevant Code Sections

Rent Stabilization Code 2520.11(u)

- This notice is required to be served, by the owner, on the first tenant of the 421-a (16) housing accommodation after the rent stabilized unit becomes exempt/deregulated from the rent laws. Although this form is promulgated by DHCR, the regulations do not require DHCR to review the accuracy of the contents of the completed form and the form is not required to be served on DHCR. However, DHCR on its own initiative may conduct audits of these notices.
- This notice is required to be sent by **certified mail** to the tenant, within 30 days after the tenancy commenced or after the signing of the lease by both parties, whichever occurs first, or shall be delivered to the tenant at the signing of the lease.
- In addition, the owner shall send and certify to the tenant a copy of a **registration** statement for such housing accommodation filed with DHCR indicating the exempt/deregulated status and the last legal regulated rent. It shall be sent within 30 days after the tenancy commences or the filing of said registration, whichever occurs later.
- The tenant may challenge the deregulation by filing an Overcharge complaint with DHCR within six years of the commencement date of the lease.
- The tenant has the right to file a Request for Records Access (Form REC-1) seeking access to the IAI Notification Form RN-19N and related photographs filed by the owner that pertain to the improvements made in the apartment, which were the basis for a rent increase.
- For additional information on IAIs, see DHCR Operational Bulletin 2024-2 and Fact Sheet #26.
- In 421-a (16) buildings, apartments initially rented at an amount at or above the Market Rate Threshold qualify for permanent exemption from Rent Stabilization. In this situation, the filing of this form is not required. However, the registration statement referenced above does need to be served on the tenant.
- The Housing Stability and Tenant Protection Act (HSTPA) of 2019, with the exception of 421-a (16) apartments, eliminated High-Rent Vacancy Deregulation.

RIDER

OCCUPANCY NOTICE FOR INDOOR ALLERGEN HAZARDS

1. The owner of the building located at **9810 63RD RD** is required, under New York City Administrative Code section 27-2017.1 et seq., to make an annual inspection for indoor allergen hazards (such as mold, mice, rats, and cockroaches) in your apartment and the common areas of the building. The owner must also inspect if you inform him or her that there is a condition in your apartment that is likely to cause an indoor allergen hazard, or you request an inspection, or the City of New York Department of Housing Preservation and Development has issued a violation requiring correction of an indoor allergen hazard for your apartment. If there is an indoor allergen hazard in your apartment, the owner is required to fix it, using the safe work practices that are provided in the law. The owner must also provide new tenants with a pamphlet containing information about indoor allergen hazards.
 2. The owner is also required, prior to your occupancy as a new tenant, to fix all visible mold and pest infestations in the apartment, as well as any underlying defects, like leaks, using the safe work practices provided in the law. If the owner provides carpeting or furniture, he or she must thoroughly clean and vacuum it prior to occupancy. This notice must be signed by the owner or his or her representative, and state that he or she has complied with these requirements.
- I, **Chuang Heng Rego Park LLC** (owner or representative name in print), certify that I have complied with the requirements of the New York City Administrative Code section 27- 2017.5 by removing all visible mold and pest infestations and any underlying defects, and where applicable, cleaning and vacuuming any carpeting and furniture that I have provided to the tenant. I have performed the required work using the safe work practices provided in the law.

Chuang Heng Rego Park LLC

Sophia Kang (Landlord)

Date



Initials: _____



LO



What Every Tenant Should Know About Indoor Allergens (Local Law 55 of 2018)

Allergens are things in the environment that make indoor air quality worse. They can cause asthma attacks or make asthma symptoms worse. Common indoor allergens, or triggers, include cockroaches and mice; mold and mildew; and chemicals with strong smells, like some cleaning products. Environmental and structural conditions, like leaks and cracks in walls often found in poorly maintained housing, lead to higher levels of allergens.

New York City law requires that landlords take steps to keep their tenants' homes free of pests and mold. This includes safely fixing the conditions that cause these problems. Tenants also play a role in preventing indoor allergens.

Tenants should:

- Keep homes clean and dry
- Place food in sealed containers, keep counters and sinks clean, and get rid of clutter such as newspapers and paper bags
- Use garbage cans with tight-fitting lids
- Take garbage and recycling out every day, and tie up garbage bags before putting them in compactor chutes
- Avoid using pesticides and chemicals with strong smells (e.g., cleaning products, air fresheners, etc.)
- Tell landlords right away if there are pests, water leaks, or holes or cracks in the walls and floors
- Let building staff into homes to make any needed repairs
- Call **311** if landlords do not fix the problem or if repair work is being done unsafely

If you are a tenant and you or your child has asthma, and there are pests or mold in your home, your doctor can request a free home environmental inspection for you through the New York City Health Department's Online Registry. Talk to your doctor or call 311 to learn more.

For more information about building owner and landlord responsibilities and safely fixing indoor allergen hazards, see the reverse side of this handout.

For more information about safely controlling asthma, visit nyc.gov/health/asthma.



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nyc.gov/health



"healthy neighborhoods"



Department of
Health & Mental
Hygiene

Department of
Housing Preservation
& Development



Initials:



LO



What Landlords Must Do to Keep Homes Free of Pests and Mold

New York City law requires that landlords of buildings with three or more apartments – or buildings of any size where a tenant has asthma – take steps to keep tenant homes free of pests and mold. This includes safely fixing the conditions that cause these problems.

Landlords must:

- **Inspect** every apartment and the building's common areas for cockroach and rodent infestations, mold and the conditions that lead to these hazards, at least once a year and more often if necessary. Landlords must also respond to tenant complaints or requests for an inspection.
- **Use integrated pest management (IPM) practices** to safely control pests and fix building-related issues that lead to pest problems.
 - ✓ Remove pest nests and thoroughly clean pest waste and other debris using a HEPA vacuum. Make sure to limit the spread of dust when cleaning.
 - ✓ Repair and seal any holes, gaps or cracks in walls, ceilings, floors, molding, base boards, around pipes and conduits, and around and within cabinets.
 - ✓ Attach door sweeps to all doors that lead to hallways, basements or outside.
 - ✓ Remove all water sources for pests by repairing drains, faucets and other plumbing materials that collect water or leak.
 - ✓ Use pesticides sparingly. If pesticides must be used to correct a violation, they must be applied by a New York State Department of Environmental Conservation–licensed pest professional.
- **Remove indoor mold** and safely fix the problems that cause mold.
 - ✓ Remove any standing water, and fix leaks or moisture conditions.
 - ✓ Move or cover furniture, and seal off doorways, ventilation ducts and other openings securely with plastic sheeting.
 - ✓ Gently spray the moldy area with soap or detergent and water before cleaning to limit the spread of dust.
 - ✓ Clean the work area with wet mops or HEPA vacuums before work starts, at the end of each day and after all repair work is completed.
 - ✓ Dry the cleaned area completely.
 - ✓ Throw away all cleaning-related waste in heavy-duty plastic bags and seal securely.
 - ✓ To clean 10 or more square feet of mold in a building with 10 or more apartments, landlords **must** hire a New York State Department of Labor–licensed mold assessor and remediator. Per New York City Administrative Code section 24-154 and New York State Labor Law Article 32, assessors and remediators must submit paperwork to the New York City Department of Environmental Protection.
- Make sure vacant apartments are thoroughly **cleaned and free of pests and mold** before a new tenant moves in.
- Provide a copy of this fact sheet and a notice with each tenant's lease that clearly states the landlord's and tenant's responsibilities to keep the building free of indoor allergens.

For more information about building owner and landlord responsibilities and safely fixing indoor allergen hazards, visit nyc.gov/hpd and search for **indoor allergen hazards**.



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nyc.gov/health



"healthy neighborhoods"



Department of
Health & Mental
Hygiene

Department of
Housing Preservation
& Development

POLICY ON SMOKING FOR RESIDENTIAL BUILDING

Building/Property Address: **9810 63RD RD, Rego Park, NY 11374-1700**

There is no safe amount of exposure to secondhand smoke. Adults exposed to secondhand smoke have higher risks of stroke, heart disease and lung cancer. Children exposed to secondhand smoke have higher risks of asthma attacks, respiratory illnesses, middle ear disease and sudden infant death syndrome (SIDS). For these reasons, and to help people make informed decisions on where to live, New York City requires residential building owners (referred to in this policy as the "Owner/Manager," which includes the owner of record, seller, manager, landlord, any agent thereof or governing body) in buildings with three or more residential units to create a policy on smoking and share it with all tenants. The building policy on smoking applies to any person on the property, including guests.

Definitions

- a. **Smoking:** inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette, little cigar, pipe, water pipe or hookah, herbal cigarette, non-tobacco smoking product (e.g., marijuana or non-tobacco shisha), or any similar form of lighted object or device designed for people to use to inhale smoke
- b. **Electronic Cigarette** (e-cigarette): a battery-operated device that heats a liquid, gel, herb or other substance and produces vapor for people to inhale

Smoke-Free Air Act

New York City law prohibits smoking and using e-cigarettes of any kind in indoor common areas, including but not limited to, lobbies, hallways, stairwells, mailrooms, fitness areas, storage areas, garages and laundry rooms in any building with three or more residential units. NYC Admin. Code, § 17-505.

Policy on Smoking

Smoking is not allowed in the locations checked below (check all boxes that apply). Even if no boxes are checked, the Smoke-Free Air Act bans smoking tobacco or non-tobacco products, and using e-cigarettes in indoor common areas.

- ☒ Inside of residential units*
- ☒ Outside of areas that are part of residential units, including balconies, patios and porches
- ☒ Outdoor common areas, including play areas, rooftops, pool areas, parking areas, and shared balconies, courtyards, patios, porches or yards
- ☒ Outdoors within 15 feet of entrances, exits, windows, and air intake units on property grounds
- ☐ Other areas/exceptions:

* Rent-stabilized and rent-controlled units may be exempt from a policy restricting smoking inside residential units unless the existing tenant consents to the policy in writing.

Complaint Procedure

Complaints about smoke drifting into a residential unit or common area should be made promptly to the Owner/Manager listed here: **Chuang Heng Rego Park LLC**

Complaints should be made in writing and should be as specific as possible, including the date, approximate time, location where smoke was observed, building address, description of incident and apparent source of smoke.

Acknowledgment and Signatures:

I have read the policy on smoking described above, and I understand the policy applies to the property. I agree to comply with the policy described above.



Initials:



LO

For rental units, I understand that violating the smoking policy may be a violation of my lease. For condominiums, cooperatives or other owned units, I understand that violations of the policy on smoking may be addressed according to the building's governing rules.

Chuang Heng Rego Park LLC



Signed by John Duong

Thu Jun 11 2026 07:28:42 PM EDT

Key: EC57BC51; IP Address: 23.38.164.82

John Duong (Tenant)

Date

6/11/2026
08:10 PM EDT

Jacquelyn Duong (Tenant)

Date

Sophia Kang (Landlord)

Date

NO SMOKING RIDER

ADDITIONAL CLAUSES attached to and forming a part of that certain lease dated **June 5, 2026** (the "Lease"), between **Chuang Heng Rego Park LLC** ("Owner"), and **John Duong and Jacquelyn Duong** as Tenant(s) ("Tenant"), for Apartment **#1204** ("Apartment"), a residential rental unit located at **CORE - 9810 63RD RD, Rego Park, NY 11374-1700** ("Building").

WHEREAS, In the event of any inconsistency between the provisions of this Rider and the provisions of the Lease to which this Rider is annexed, the provisions of this Rider shall govern and be binding. The provisions of this Rider shall be construed to be in addition to and not in limitation of the rights of the Owner and the obligations of the Tenant.

1. Due to the health risk involved with smoking, and the difficulty in controlling the movement of smoke in a multiple floor apartment building, Owner has instituted a no-smoking policy for the Apartment and for the Building.
2. The term "smoking" is defined as the inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette, little cigar, pipe, water pipe or hookah, herbal cigarette, non-tobacco smoking product (e.g., marijuana or non-tobacco shisha), or any similar form of lighted object or device designed for people to use to inhale smoke, or any other similar product in any manner or in any form, as well as the use of any ecigarette, vaporizer or similar product in any form, which may be a battery-operated device that heats a liquid, gel, herb or other substance and produces vapor for people to inhale.
3. Tenant acknowledges that smoking of any kind is not allowed in the Apartment, any common area of the Building and within a twenty (20) foot radius around the Building. As a material inducement of Owner entering into the Lease and its riders, Tenant represents that Tenant will not smoke in the Apartment, any common area of the Building and within a twenty (20) foot radius around the Building.
4. As a material inducement of Owner entering into the Lease and its riders, Tenant acknowledges that it is Tenant's responsibility to ensure that Tenant, Tenant's occupants, family members guests, agents, employees and anyone else in the Apartment or Building comply with the no smoking policy. As a material inducement of Owner entering into the Lease and its riders, Tenant represents he will advise any occupants, family members guests, agents, employees and anyone else in the Apartment or Building as a result of Tenant of the Apartment or Building of the no-smoking policy. Tenant understands that Tenant will be responsible for the actions of its occupants, family member's guests, agents, employees and anyone else in the Apartment or Building as a result of Tenant should they violate the no smoking policy, as if it was Tenant who violated the no smoking policy.
5. Tenant further acknowledges that in the event of any violation of the Building's no smoking policy, then the Tenant shall be in violation of substantial obligations of its tenancy and of the Lease. Owner shall have all of the rights and remedies available to it as set forth in the Lease and any of its riders, including but not limited to the termination of the Lease and tenancy.
6. In addition to Owner's rights to terminate the lease and tenancy based on a violation of this clause, Owner, in its sole discretion, shall have the right to impose a penalty in the amount of **\$500.00** for a first offense and **\$1,000.00** for each subsequent offense.
7. Notwithstanding anything to the contrary contained herein, Tenant acknowledges that Tenant's obligations under this Lease are not contingent upon Owner maintaining the Building as a non-smoking building, nor shall Owner's failure or inability to enforce or maintain the Building as a non-smoking building serve as a basis for Tenant to withhold or receive an abatement of any rent or additional rent or for Tenant to have a right to terminate the Lease.
8. Tenant understands that Owner may choose, in its sole discretion, to take action or not take action against a specific tenant, group of tenants, specific occupant or group of occupants.
9. The parties shall be deemed to have jointly drawn this Rider in order to avoid any negative inference against the preparer of the document.
10. The covenants, agreements, terms, provisions and conditions contained in this agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.
11. No modifications to this Rider are permitted unless they are in writing and co-executed and dated by the Owner.

Chuang Heng Rego Park LLC



Signed by John Duong

Thu Jun 11 2026 07:28:47 PM EDT

Key: EC57BC51; IP Address: 23.38.164.81

John Duong (Tenant)

Date

Sophia Kang (Landlord)

Date

Jacquelyn Duong

6/11/2026
08:10 PM EDT

Jacquelyn Duong (Tenant)

Date



Initials:



JD



WINDOW GUARDS REQUIRED LEASE NOTICE TO TENANT

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 (the owner or managing agent) 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 them to install window guards at any time (you do not need to 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 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.

Tenant's Name: **John Duong and Jacquelyn Duong**

Tenant's Address: **98-10 63rd Rd, New York, NY 11374**

Apartment Number: **1204**



Signed by John Duong

Thu Jun 11 2026 07:28:56 PM EDT

Key: EC57BC51; IP Address: 23.47.58.133

John Duong (Tenant)

Date

6/11/2026
08:10 PM EDT

Jacquelyn Duong (Tenant)

Date

Return this form to:

Name of landlord (owner or managing agent): **Chuang Heng Rego Park LLC**

Address of landlord (owner or managing agent): **9810 63RD RD, Rego Park, NY 11374-1700**

For further information, call **311** and ask about window falls prevention.

*Except windows giving access to fire escapes or windows on the first floor that are required means of egress from the dwelling unit

FLOOD HISTORY AND RISK LEASE RIDER/NOTICE TO RESIDENTIAL TENANTS

Pursuant to and in accordance with New York State Real Property Law Section 231-b, all residential leases shall provide notice of previous flood history and current flood risk of the leased premises.

The owner of **98-10 63rd Rd, New York, NY 11374** Apt #**1204** ("Leased Premises") hereby provides such notice by checking one of the following options:

- ☐ Any or all of the Leased Premises is located wholly or partially in a Federal Emergency Management Agency ("FEMA") designated floodplain.
- ☐ Any or all of the Leased Premises is located wholly or partially in the Special Flood Hazard Area ("SFHA"; "100-year floodplain") according to FEMA's current Flood Insurance Rate Maps for the leased premises' area.
- ☐ Any or all of the Leased Premises is located wholly or partially in a Moderate Risk Flood Hazard Area ("500-year floodplain") according to FEMA's current Flood Insurance Rate Maps for the leased premises' area.
- ☐ The leased premises has experienced any flood damage due to a natural flood event, such as heavy rainfall, coastal storm surge, tidal inundation, or river overflow, which is detailed as follows (attach addendum if more space is needed):

☒ None of the above conditions apply to any portion of the Leased Premises.

NOTICE TO TENANT: Flood insurance is available to renters through the Federal Emergency Management Agency's (FEMA's) National Flood Insurance Program (NFIP) to cover your personal property and contents in the event of a flood. A standard renter's insurance policy does not typically cover flood damage. You are encouraged to examine your policy to determine whether you are covered.

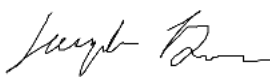
Chuang Heng Rego Park LLC



Signed by John Duong
Thu Jun 11 2026 07:29:02 PM EDT
Key: EC57BC51; IP Address: 23.47.58.133

John Duong (Tenant)

Date



6/11/2026
08:10 PM EDT

Jacquelyn Duong (Tenant)

Date

(6/2023)

Sophia Kang (Landlord)

Date

Section 12-12.1 of Chapter 12 of Title 28 of the Rules of the City of New York describes conditions under which a combined notice may be used, combining notice of suspected gas leak procedures with notice for smoke detectors and carbon monoxide detectors. A sample of a combined notice is below:

NOTICE FOR SUSPECTED GAS LEAKS, SMOKE DETECTING DEVICES, AND CARBON MONOXIDE ALARMS

The law requires the owner of the premises to notify tenants regarding the following:

Suspected Gas Leak Procedure: When a tenant suspects that a gas leak has occurred, the tenant should take the following actions:

1. Quickly open nearby doors and windows and then leave the building immediately; do not attempt to locate the leak. Do not turn on or off any electrical appliances, do not smoke or light matches or lighters, and do not use a house-phone or cell-phone within the building;
2. After leaving the building, from a safe distance away from the building, call 911 immediately to report the suspected gas leak;
3. After calling 911, call the gas service provider for this building as follows:

Provider: _____ Number: _____

Smoke Detectors: The law requires the owner of the premises to provide and install one or more approved and operational smoke detectors in each apartment and to periodically replace such devices upon the expiration of their useful life in accordance with article 312 of chapter 3 of title 28 of the New York City Administrative Code. The tenant of each apartment is responsible for the maintenance and repair of the detectors installed in the apartment and for replacing any or all detectors which are stolen, removed, missing or become inoperable during the occupancy of the apartment with a device meeting the requirements of article 312 of chapter 3 of title 28 of the Administrative Code, unless a detector becomes inoperable within one year of being installed due to a manufacturing defect. The tenant of each apartment in this building in which a battery-operated smoke detector is provided and installed shall pay the owner a maximum of twenty-five dollars or a maximum of fifty dollars where a combined smoke and carbon monoxide detecting device is installed for the cost of providing and installing each detector. The tenant has one (1) year from the date of installation to make such payment to the owner.

Carbon Monoxide Detectors: The law requires the owner of the premises to provide a carbon monoxide alarm in each apartment in this building. The carbon monoxide alarm must be placed within 15 feet of the primary entrance to each sleeping room, must be equipped with an end of life alarm, and must be periodically replaced by the owner as necessary when the suggested useful life of the alarm expires. Tenants are responsible for the maintenance and repair of the alarms installed in the apartment and for replacing any or all alarms that are stolen, removed, missing, or become inoperable during the occupancy of the apartment, unless an alarm becomes inoperable within one year of being installed due to a manufacturing defect. The occupant of each apartment in which a carbon monoxide alarm is provided and installed must pay the owner \$25.00 per alarm, or a maximum of \$50.00 per device where a combined smoke and carbon monoxide detecting device is installed. This fee covers the cost of the work for the initial installation and each periodic replacement. The occupant has one year from the date of installation to pay the owner.



Initials: _____



LO

NO SHORT TERM AND/OR TRANSIENT OCCUPANCY RIDER

RIDER TO LEASE dated June 5, 2026, by and between Chuang Heng Rego Park LLC ("Owner") and John Duong and Jacquelyn Duong ("Tenant"), for Apartment 1204 at the building known as and located at 9810 63RD RD, Rego Park, NY (the "Premises").

Owner and Tenant hereby agree as follows:

1. Class "A" Multiple Dwelling receiving RPTL 421-a(16) benefits. Tenant acknowledges and understands that the Premises is classified as a Class "A" multiple dwelling, as such term is defined in Section 4 of Article 1 of the New York State Multiple Dwelling Law, and that the Premises receive tax benefits pursuant to RPTL 421-a(16). Tenant further acknowledges that the Apartment is classified as a "Market Unit" pursuant to RPTL 421-a(16)(xl).
2. Purpose of Rider. The parties acknowledge and understand that the State and City of New York have enacted legislation specifically recognizing the dangers inherent in allowing a Class "A" multiple dwelling to be used for transient and/or short term dwelling, and prohibiting the use of Class "A" multiple dwellings for other than permanent residence purposes.
3. Definition of Permanent Residence Purposes. Title 28, chapters 51-01 and 51-05 of the Rules of the City of New York provide that a buildings receiving tax benefits pursuant to RPTL 421-a(16) may only be occupied for permanent residence purposes, which means occupancy by a tenant and/or other lawful occupant(s) for no less than twelve (12) consecutive months.
4. Prohibition Against Short Term And/Or Transient Rental. Tenant agrees and acknowledges that it is a violation of existing law and, by extension, the Lease, to rent, sublease or license in any way the subject premises for less than a period of twelve (12) months, and Tenant covenants and agrees that Tenant shall not rent, sublease or license in any way the Premises for less than a period of twelve (12) months. Tenant further covenants and agrees not to advertise the subject premises as being available for rent, sublease or license for a period less than twelve (12) months whether said advertisement be on the internet, in printed publications or in any other form of mass media.
5. Effect of Breach and Landlord's Remedies. Any breach of the provisions of this Rider shall be a material breach of the Lease and constitute grounds for immediate termination of the Lease by Owner and commencing a summary proceeding to evict the Tenant from the subject premises. Tenant agrees that any breach of the covenants and agreements contained herein may cause irreparable damage to Owner and, therefore, in addition to all other rights and remedies of Owner as provided in the Lease, such covenants and agreements shall be enforceable in a court of competent jurisdiction by a decree of specific performance and by appropriate injunctive relief, all in accordance with applicable law. In addition, Tenant agrees to indemnify and hold Owner harmless from and against any and all loss or damage which Landlord may incur as a result of the breach by Tenant of any of the foregoing, including, without limitation, any penalties imposed by a municipal agency, any withholding of rent by other tenants of the Building, and reasonable attorneys' fees and disbursements incurred by Owner in connection with any litigation or negotiations with Tenant, or any other tenants of the Building with respect to the foregoing.
6. Nothing contained herein shall be deemed permission for Tenant to sublease the subject premises for any period without obtaining Landlord's prior written consent as required by the Lease and/or Sec. 226-b of the Real Property Law.

Chuang Heng Rego Park LLC



Signed by John Duong

Thu Jun 11 2026 07:29:14 PM EDT

Key: EC57BC51; IP Address: 23.38.164.82

John Duong (Tenant)

Date

Sophia Kang (Landlord)

Date

Jacelyn Duong

6/11/2026
08:10 PM EDT

Jacquelyn Duong (Tenant)

Date



Initials:



LO

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 **(646) 532-3220** or _____, or by e-mailing _____.*. You will need to inform 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. A housing provider may request medical information, when necessary to support that there is a covered disability and that the need for the accommodation is disability related.

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 healthcare provider 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 or in court within three years 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. 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.



Signed by John Duong

Thu Jun 11 2026 07:29:26 PM EDT

Key: EC57BC51; IP Address: 23.47.58.153

John Duong (Tenant)

Date

6/11/2026

08:11 PM EDT

Jacquelyn Duong (Tenant)

Date

* The Notice must include contact information when being provided under 466.15(d)(1), above. However, when being provided under (d)(2) and when this information is not known, the sentence may read “To request a reasonable accommodation, you should contact your property manager.”

† This Notice provides information about your rights under the New York State Human Rights Law, which applies to persons residing anywhere in New York State. Local laws may provide protections in addition to those described in this Notice, but local laws cannot decrease your protections.

Form W-9 (Rev. March 2024) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification ▶ Go to www.irs.gov/FormW9 for instructions and the latest information.	Give form to the requester. Do not send to the IRS.
Before you begin. For guidance related to the purpose of Form W-9, see Purpose of Form, below.		

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) John Duong	
	2 Business name/disregarded entity name, if different from above 	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☒ Individual/sole proprietor or ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C=corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐	
	5 Address (number, street, and apt. or suite no.) See instructions. 98-10 63rd Rd #1204	Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)																																									
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. See also What Name and Number To Give the Requester for guidelines on whose number to enter.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center;">Social security number</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">0</td> <td style="text-align: center;">3</td> <td style="text-align: center;">8</td> <td style="text-align: center;">0</td> <td style="text-align: center;">5</td> <td style="text-align: center;">0</td> <td style="text-align: center;">8</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td colspan="10" style="text-align: center;">or</td> </tr> <tr> <td colspan="10" style="text-align: center;">Employer identification number</td> </tr> </table>	Social security number										1	0	3	8	0	5	0	8	0	0	or										Employer identification number									
Social security number																																									
1	0	3	8	0	5	0	8	0	0																																
or																																									
Employer identification number																																									

Part II Certification	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.	

Sign Here	Signature of U.S. person ▶	Date ▶
----------------------	---------------------------------------	---------------



FIRE SAFETY PLAN

I/We, **John Duong and Jacquelyn Duong**, of Apartment **1204** located in the building known as **98-10 63rd Rd, New York, NY 11374** have received a copy of the building's current Fire Safety Plan.

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.

CHECK ONE:

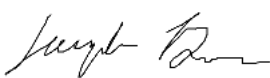
- 1. ☐ There is **NO** Maintained and Operative Sprinkler System in the Leased Premises.
- 2. ☒ There is a Maintained and Operative Sprinkler System in the Leased Premises.
 - A. The last date on which the Sprinkler System was maintained and inspected was on _____.

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)).

Distributed by **Chuang Heng Rego Park LLC** Date: **June 5, 2026**

Received by:

Signed by John Duong
Thu Jun 11 2026 07:29:35 PM EDT
Key: EC57BC51; IP Address: 23.47.58.133



6/11/2026
08:11 PM EDT

John Duong (Received)DateJacquelyn Duong (Received)Date

Copy of this form **MUST** be available for FDNY inspection.
Original **MUST** be returned to **Chuang Heng Rego Park LLC**

FIRE SAFETY PLAN
PART I - BUILDING INFORMATION SECTION

BUILDING: CORE
ADDRESS: 98-10 63rd Rd, New York, NY 11374

BUILDING OWNER/REPRESENTATIVE:
Name: Chuang Heng Rego Park LLC
Address: 463 7th Ave #1603 New York, NY 10018
Telephone: +1(212) 432-5233

BUILDING INFORMATION:

Year of Construction: 2025

Type of Construction: Non-Combustible

Number of Floors: 22 Above Ground (+ Roof) 1 Below Ground

Sprinkler System: Yes
Dwelling Units
Hallways
Compactor Chute

Fire Alarm: Yes; Transmits Alarm to Fire Dept/Fire Alarm Co.
Manual Pull Stations: Cellar electrical room

Public Address System: Yes
Location of Speakers: Hallway
Dwelling Unit

Means of Egress: (e.g., Unenclosed/Enclosed Interior Stairs, Exterior Stairs, Fire Tower Stairs, Fire Escapes, Exits):

Type of Egress	Identification	Location	Leads to
Enclosed Interior Stair	Stair A	middle of the corridor, opposite the elevator, all floors are accessible.	1st Floor Elevator Waiting Area - Street at 63rd Road
Enclosed Interior Stair	Stair B	middle of the corridor, opposite the elevator, all floors are accessible.	1st Floor Lobby Sitting Area - Street at 63rd Road
Fire Service Access Elevator	-	Center core (serves all floors)	1st Floor Lobby (firefighter use in emergency)
Garage Egress	-	Parking level egress door	Direct to sidewalk at 63rd Road

Other Information:

DATE PREPARED: 8/11/2025

FIRE SAFETY PLAN

PART II - FIRE EMERGENCY INFORMATION

BUILDING: CORE

ADDRESS: 98-10 63rd Rd #1204, New York, NY 11374

THIS FIRE SAFETY PLAN IS INTENDED TO HELP YOU AND THE MEMBERS OF YOUR HOUSEHOLD PROTECT YOURSELVES IN THE EVENT OF FIRE. THIS FIRE SAFETY PLAN CONTAINS:

- Basic fire prevention and fire preparedness measures that will reduce the risk of fire and maximize your safety in the event of a fire.
- Basic information about your building, including the type of construction, the different ways of exiting the building, and the types of fire safety systems it may have.
- Emergency fire safety and evacuation instructions in the event of fire in your building.

PLEASE TAKE THE TIME TO READ THIS FIRE SAFETY PLAN AND TO DISCUSS IT WITH THE MEMBERS OF YOUR HOUSEHOLD. FIRE PREVENTION, PREPAREDNESS, AND AWARENESS CAN SAVE YOUR LIFE!

IN THE EVENT OF A FIRE,

CALL 911

OR THE FIRE DEPARTMENT DISPATCHER, AT

Manhattan	(212) 999-2222
Bronx	(718) 999-3333
Brooklyn	(718) 999-4444
Queens	(718) 999-5555
Staten Island	(718) 999-6666

OR TRANSMIT AN ALARM FROM THE NEAREST FIRE ALARM BOX

BASIC FIRE PREVENTION AND FIRE PREPAREDNESS MEASURES

These are fire safety tips that everybody should follow:

1. Every apartment should be equipped with at least one smoke detector. Check them periodically to make sure they work. Most smoke detectors can be tested by pressing the test button. Replace the batteries in the spring and fall when you move your clocks forward or back an hour, and whenever a smoke detector chirps to signal that its battery is low. The smoke detector should be replaced on a regular basis in accordance with the manufacturer's recommendation, but at least once every ten years.
2. Carelessly handled or discarded cigarettes are the leading cause of fire deaths. Never smoke in bed or when you are drowsy, and be especially careful when smoking on a sofa. Be sure that you completely extinguish every cigarette in an ashtray that is deep and won't tip over. Never leave a lit or smoldering cigarette on furniture.
3. Matches and lighters can be deadly in the hands of children. Store them out of reach of children and teach them about the danger of fire.
4. Do not leave cooking unattended. Keep stove tops clean and free of items that can catch on fire. Before you go to bed, check your kitchen to ensure that your oven is off and any coffeepot or teapot is unplugged.
5. Never overload electrical outlets. Replace any electrical cord that is cracked or frayed. Never run extension cords under rugs. Use only power strips with circuit-breakers.
6. Keep all doorways and windows leading to fire escapes free of obstructions, and report to the owner any obstructions or accumulations of rubbish in the hallways, stairwells, fire escapes or other means of egress.
7. Install window gates only if it is absolutely necessary for security reasons. Install only approved window



Initials: J.D. EC57BCS1 LO

CORE

gates. Do not install window gates with key locks. A delay in finding or using the key could cost lives. Maintain the window gate's opening device so it operates smoothly. Familiarize yourself and the members of your household with the operation of the window gate.

8. Familiarize yourself and members of your household with the location of all stairwells, fire escapes and other means of egress.
9. With the members of your household, prepare an emergency escape route to use in the event of a fire in the building. Choose a meeting place a safe distance from your building where you should all meet in case you get separated during a fire.
10. Exercise care in the use and placement of fresh cut decorative greens, such as Christmas trees and holiday wreaths. If possible, keep them planted or in water. Do not place them in public hallways or where they might block egress from your apartment if they catch on fire. Keep them away from any flame, including fireplaces. Do not keep for extended period of time; as they dry, decorative greens become easily combustible.

BUILDING INFORMATION

Building Construction

In a fire emergency, the decision to leave or to stay in your apartment will depend in part on the type of building you are in.

Residential buildings built before 1968 are generally classified either as "fireproof" or "non-fireproof." Residential buildings built in or after 1968 are generally classified either as "combustible" or "non-combustible". The type of building construction generally depends on the size and height of the building.

A "non-combustible" or "fireproof" building is a building whose structural components (the supporting elements of the building, such as steel or reinforced concrete beams and floors) are constructed of materials that do not burn or are resistant to fire and therefore will not contribute to the spread of the fire. In such buildings, fires are more likely to be contained in the apartment or space in which they start and less likely to spread inside the building walls to other apartments and floors. **THIS DOES NOT MEAN THAT THE BUILDING IS IMMUNE TO FIRE.** While the structural components of the building may not catch fire, all of the contents of the building (including furniture, carpeting, wood floors, decorations and personal belongings) may catch on fire and generate flame, heat and large amounts of smoke, which can travel throughout the building, especially if apartment or stairwell doors are left open.

A "combustible" or "non-fireproof" building has structural components (such as wood) that will burn if exposed to fire and can contribute to the spread of the fire. In such buildings, the fire can spread inside the building walls to other apartments and floors, in addition to the flame, heat and smoke that can be generated by the burning of the contents of the building.

Be sure to check Part I (Building Information Section) of this fire safety plan to see what type of building you are in.

Means of Egress

All residential buildings have at least one means of egress (way of exiting the building), and most have at least two. There are several different types of egress:

Interior Stairs: All buildings have stairs leading to the street level. These stairs may be enclosed or unenclosed. Unenclosed stairwells (stairs that are not separated from the hallways by walls and doors) do not prevent the spread of flame, heat and smoke. Since flame, heat and smoke generally rise, unenclosed stairwells may not ensure safe egress in the event of a fire on a lower floor. Enclosed stairs are more likely to permit safe egress from the building, if the doors are kept closed. It is important to get familiar with the means of egress available in your building.

Exterior Stairs: Some buildings provide access to the apartments by means of stairs and corridors that are outdoors. The fact that they are outdoors and do not trap heat and smoke enhances their safety in the event of a fire, provided that they are not obstructed.

Fire Tower Stairs: These are generally enclosed stairwells in a "tower" separated from the building by air shafts open to the outside. The open air shafts allow heat and smoke to escape from the building.

Fire Escapes: Many older buildings are equipped with a fire escape on the outside of the building, which is accessed through a window or balcony. Fire escapes are considered a "secondary" or alternative means of egress, and are to be used if the primary means of egress (stairwells) cannot be safely used to exit the building because they are obstructed by flame, heat or smoke.

Exits: Most buildings have more than one exit. In addition to the main entrance to the building, there may be separate side exits, rear exits, basement exits, roof exits and exits to the street from stairwells. Some of these exits may have alarms. Not all of these exits may lead to the street. Roof exits may or may not allow access to adjoining buildings.

Be sure to review Part I (Building Information Section) of this fire safety plan and familiarize yourself with the different means of egress from your building.

Fire Sprinkler Systems

A fire sprinkler system is a system of pipes and sprinkler heads that when triggered by the heat of a fire automatically discharges water that extinguishes the fire. The sprinkler system will continue to discharge water until it is turned off. When a sprinkler system activates, an alarm is sounded.

Sprinkler systems are very effective at preventing fire from spreading beyond the room in which it starts. However, the fire may still generate smoke, which can travel throughout the building.

Residential buildings are generally not required to have fire sprinkler systems. Some residential buildings are equipped with sprinkler systems, but only in compactor chutes and rooms or boiler rooms. All apartment buildings constructed or substantially renovated after March 1999 will be required by law to be equipped with fire sprinkler systems throughout the building.

Be sure to review Part I (Building Information Section) of this fire safety plan to learn whether your building is equipped with fire sprinkler systems.

Interior Fire Alarm Systems

Although generally not required, some residential buildings are equipped with interior fire alarm systems that are designed to warn building occupants of a fire in the building. Interior fire alarm systems generally consist of a panel located in a lobby or basement, with manual pull stations located near the main entrance and by each stairwell door. Interior fire alarm systems are usually manually-activated (must be pulled by hand) and do not automatically transmit a signal to the Fire Department, so a telephone call must still be made to 911 or the Fire Department dispatcher. Do not assume that the Fire Department has been notified because you hear a fire alarm or smoke detector sounding in the building.

Be sure to review Part I (Building Information Section) of this fire safety plan to learn whether your building is equipped with an interior fire alarm system and whether the alarm is transmitted to the Fire Department, and familiarize yourself with the location of the manual pull stations and how to activate them in the event of a fire.

Public Address Systems

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

Be sure to review Part I (Building Information Section) of this fire safety plan to learn whether your building is equipped with a public address system.



EMERGENCY FIRE SAFETY AND EVACUATION INSTRUCTIONS

IN THE EVENT OF A FIRE, FOLLOW THE DIRECTIONS OF FIRE DEPARTMENT PERSONNEL. HOWEVER, THERE MAY BE EMERGENCY SITUATIONS IN WHICH YOU MAY BE REQUIRED TO DECIDE ON A COURSE OF ACTION TO PROTECT YOURSELF AND THE OTHER MEMBERS OF YOUR HOUSEHOLD.

THIS FIRE SAFETY PLAN IS INTENDED TO ASSIST YOU IN SELECTING THE SAFEST COURSE OF ACTION IN SUCH AN EMERGENCY. PLEASE NOTE THAT NO FIRE SAFETY PLAN CAN ACCOUNT FOR ALL OF THE POSSIBLE FACTORS AND CHANGING CONDITIONS; YOU WILL HAVE TO DECIDE FOR YOURSELF WHAT IS THE SAFEST COURSE OF ACTION UNDER THE CIRCUMSTANCES.

General Emergency Fire Safety Instructions

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

Evacuation Instructions If The Fire Is In Your Apartment

(All Types of Building Construction)

1. Close the door to the room where the fire is, and leave the apartment.
2. Make sure EVERYONE leaves the apartment with you.
3. Take your keys.
4. Close, but do not lock, the apartment door.
5. Alert people on your floor by knocking on their doors on your way to the exit.
6. Use the nearest stairwell to exit the building.
7. DO NOT USE THE ELEVATOR.
8. Call 911 once you reach a safe location. Do not assume the fire has been reported unless firefighters are on the scene.
9. Meet the members of your household at a predetermined location outside the building. Notify responding firefighters if anyone is unaccounted for.

Evacuation Instructions if The Fire Is Not In Your Apartment

"NON-COMBUSTIBLE" OR "FIREPROOF" BUILDINGS:

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

"COMBUSTIBLE" OR "NON-FIREPROOF" BUILDINGS:

1. Feel your apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
2. Exit your apartment and building if you can safely do so, following the instructions above for a fire in your apartment.
3. If the hallway or stairwell is not safe because of smoke, heat or fire and you have access to a fire escape, use it to exit the building. Proceed cautiously on the fire escape and always carry or hold onto small children.
4. If you cannot use the stairs or fire escape, call 911 and tell them your address, floor, apartment number and the number of people in your apartment.
 - A. Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
 - B. Open windows a few inches at top and bottom unless flames and smoke are coming from below. Do not break any windows.
 - C. If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
 - D. If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the smoke, heat or fire.

NEW YORK CITY APARTMENT BUILDING EMERGENCY PREPAREDNESS GUIDE



EMERGENCY PREPAREDNESS BASICS

PEOPLE WHO NEED ASSISTANCE

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

HOME SAFETY AND FIRE PREVENTION

KNOW YOUR BUILDING

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

**EMERGENCY PREPAREDNESS
RESOURCES**



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

2024



Initials:



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NEW YORK CITY APARTMENT BUILDING EMERGENCY PREPAREDNESS GUIDE

For Apartment Building Residents and Staff

CONTENTS

1. EMERGENCY PREPAREDNESS BASICS

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

2. PEOPLE WHO NEED ASSISTANCE

- A.** If you need help
- B.** If you can provide help

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

- A.** Home Emergency Supply Kit
- B.** Go Bag

4. HOME SAFETY AND FIRE PREVENTION

- A.** Home Safety Devices
- B.** Safe Home Heating
- C.** Lithium-Ion Battery E-Safety
- D.** Additional Fire Prevention Tips
- E.** Extinguishing a Small Fire

5. KNOW YOUR BUILDING

- A.** Building Construction
- B.** Fire Protection Systems
- C.** Getting Out Safely (Means of Egress)
- D.** Apartment Identification and Fire Emergency Markings

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

- A.** Fires
- B.** Medical Emergencies
- C.** Utility Emergencies
- D.** Weather Emergencies
- E.** Hazardous Materials Emergencies
- F.** Building Explosions/Collapse
- G.** Terrorism

7. EMERGENCY PREPAREDNESS RESOURCES

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

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

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

1. EMERGENCY PREPAREDNESS BASICS

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

A. Stay Informed/Emergency Notification Systems

1. Notify NYC is the City's official source of emergency information, including weather emergencies and subway and road closures. Sign up at <https://a858-nycnotify.nyc.gov/notifynyc/> for free emergency alerts or to download the Notify NYC application for mobile applications. Consult [NYC.gov/notifynyc](https://nyc.gov/notifynyc) for the most up to date information.
2. Connect with 311

Online

- [NYC311 Online](#)
 - [Twitter](#)
 - [Facebook](#)
 - [Instagram](#)
 - Skype call at 212-NEW-YORK (212-639-9675).
- NYC311 does not currently accept requests by email or instant message.

Mobile App

- [NYC311 App](#)

By Phone

Call NYC311 at 311. You can also text at 311-692.

Call 212-NEW-YORK (212-639-9675) if you are:

- Outside of New York City
- Using a Voice over Internet Protocol (VoIP) Provider
- Connecting with NYC311 via 711 or TTY (teletypewriter)
- Connecting with NYC311 via Video Relay Service (VRS)

When you call 311, your phone service provider charges the cost of a local call. When you are transferred to another phone number from 311, there is no additional cost.

3. During an emergency, follow instructions from on-scene emergency responders or, if the emergency is not at your building, monitor Notify NYC, local radio, television and internet news services for the latest information, including information about emergency shelter.

B. Sheltering in Place/Emergency Supply Kit

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

C. When to Evacuate/Emergency Shelter

1. Evacuate immediately when you:
 - Are in immediate danger.
 - Are in a type of building in which evacuation is recommended and you can safely do so. See Section 7(A).
 - Are instructed to do so by an on-scene emergency responder.
 - Are ordered to do so by the Mayor or other public authority.

2. If you must evacuate your building or are directed by authorities to evacuate, make arrangements to stay with friends or family. During a coastal storm evacuation, the City and/or its partners will open evacuation centers throughout the five boroughs. Know which evacuation center is closest to you by visiting NYC.gov/knowyourzone, or calling 311 (see instructions on page 3).

D. Reconnecting With Your Family

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

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

2. PEOPLE WHO NEED ASSISTANCE

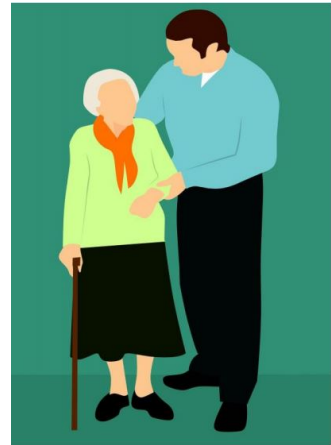
A. If you need help

B. If you can provide help

A. If you need help

1. If you will have difficulty leaving the building (or going elsewhere once you are out of the building) without assistance, make a plan in advance and identify people who could help you.

- If you live alone, or your household members work or are not capable of assisting you, consider asking neighbors to help you down the stairs (in case of fire or power failure). Keep their telephone numbers and other contact information handy.
- If you rely on the elevator for evacuation, ask the building owner or manager if they will notify you in advance before they take the elevator out of service during an emergency (or for maintenance in normal circumstances).
- If your building has staff, ask your building owner or manager if the staff can alert emergency responders and/or assist you, if possible.
- Take into consideration the factors outlined in Section 6(A)(2) Evacuation Assistance.



2. Keep a whistle in your apartment or bang pots together in case you need to signal to neighbors or others that you need assistance.
3. Prepare and have ready a written note explaining your communication needs if you will need assistance understanding others or others will need assistance understanding you. If you communicate in writing, purchase and keep a portable white board, chalk board or other personal communications device.
4. If you use a scooter or wheelchair, know the size and weight of your device, and whether it is collapsible, to assist in making transportation arrangements.

B. If you can provide help

1. Be a caring neighbor. During an emergency, if safe to do so, check on neighbors who may need assistance, especially seniors and persons with disabilities, who may need to be warned.
2. If you can safely do so and are physically able, assist a neighbor in evacuating a building. Do not use elevators during a fire. See Section 6(A), Evacuation Assistance.
3. When providing assistance, listen carefully to what your neighbor has to say about how they should be lifted or moved.

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

A. Home Emergency Supply Kit

B. Go Bag



Initials: _____



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A. Home Emergency Supply Kit

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

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



B. Go Bag

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

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



4. HOME SAFETY AND FIRE PREVENTION

A. Home Safety Devices

- B. Safe Home Heating
- C. Lithium-Ion Battery E-Safety
- D. Additional Fire Prevention Tips
- E. Extinguishing a Small Fires

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

A. Home Safety Devices

1. Smoke and carbon monoxide alarms

- Make sure you have smoke alarms (also called smoke detectors) and carbon monoxide alarms in your apartment. New York City law requires landlords and other owners to install smoke and carbon monoxide alarms within 15 feet of the entrance to each sleeping room and in the basement. (New buildings must also have one within each sleeping room.)
- Combined smoke/carbon monoxide alarms may be used.
- Make sure the alarms are still working. Tenants are responsible for maintaining the smoke and carbon monoxide alarms in their apartments.
- Test the devices at least once a month by pressing the test button.
- Newer models are powered by electricity or have a built-in 10-year battery.
- Older models have removable batteries. Replace the batteries at least twice a year (when you change the clocks in the spring and fall is a good time). Replace the battery right away if the alarm makes a sound that indicates that the battery is low.
- Smoke and carbon monoxide alarms must be replaced in accordance with the manufacturer's recommendation, but at least once every 10 years.



2. Assistive devices

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

B. Safe Home Heating

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

C. Lithium-Ion Battery E-Safety

(Fire Safety Hazards Associated with Li-Ion Battery-Powered Micromobility (Devices))

1. Lithium-ion batteries have become a leading cause of fires and fire deaths in New York City. The batteries are found in micromobility devices such as e-bikes, e-scooters, hoverboards and other devices. These battery fires are explosive, fastmoving and destructive.
2. Fires, fire injuries, and fire fatalities in multiple dwellings have increased in NYC in recent years.

Year	Fires	Injuries	Fatalities
2022	99	114	5
2023	106	94	7
2024 (as of 10/21/2024)	85	67	3

- Lithium-ion batteries that have been damaged or tampered with are particularly dangerous. One such battery that was discarded on a City street burned for 10 minutes, continuously exploding and spreading flaming debris. See the video at: <https://www.youtube.com/watch?v=abSwglkpJ20&t=1s>.
- For information about safe disposal of lithium-ion batteries, visit www.FDNYSmart.org.

Immediately stop charging your lithium-ion battery and call 911 if you notice:

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

Here's What to Do to Be E-Safe

- **BUY only lithium-ion battery powered e-bikes or other micromobility devices that are CERTIFIED by an accredited testing laboratory. Look for a UL or other accredited testing laboratory symbol that references UL Standard 2849, 2272 or 2271.**
 - WHY? These certifications provide proof that these products 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 or accredited testing laboratory-certified replacement.**
 - NEVER use unapproved chargers/batteries, even if they cost less.
 - WHY? Uncertified batteries or chargers may not be designed to work with your product.
 - 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 a lithium-ion battery with an extension cord or power strip.
 - WHY? These batteries require a lot of electrical current, more than most extension cords and power strips can handle.
 - RESULT: The extension cord or power strip 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 do not have sprinklers, 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 lithium-ion battery or store the battery next to an apartment door or window that can be used to 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

D. Additional Fire Prevention Tips

- Discarded, accidentally left lit and carelessly handled cigarettes are a leading cause of fire deaths. Never smoke in bed or when you are drowsy, and be especially careful when smoking on a sofa or other upholstered furniture. Be sure that you completely extinguish every cigarette in an ashtray that is deep and won't tip over. Never leave a lit or smoldering cigarette on furniture.

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



Initials:



LO

E. Extinguishing a Small Fire

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



5. KNOW YOUR BUILDING

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

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

Review the Building Information Sheet you receive from your building owner. Owners of apartment buildings (three or more apartments) are required to prepare and distribute a Building Information Sheet and New York City Apartment Building Emergency Preparedness Guide to all residents and building staff. They are also required to post an Emergency Preparedness Notice on the inside of your apartment entrance door, and in the lobby or common area.

A. Building Construction

B. Fire Protection Systems

C. Getting Out Safely (Means of Egress)

D. Apartment Identification and Fire Emergency Markings

A. Building Construction

1. Non-Combustible Buildings. A "non-combustible" or "fireproof" building is a building whose structural components (the supporting elements of the building, such as steel or reinforced concrete beams and floors) are constructed of materials that do not burn or are resistant to fire and therefore will not contribute to the spread of the fire. In such buildings, fires are more likely to be contained in the apartment or part thereof in which they start and less likely to spread beyond the building walls to other apartments and floors.
 - THIS DOES NOT MEAN THAT A NON-COMBUSTIBLE BUILDING IS IMMUNE FROM FIRE. While the structural components of the building may not catch fire, all of the contents of the building (including furniture, carpeting, wood floors, decorations and personal belongings) may catch on fire and generate flame, heat and large amounts of smoke and carbon monoxide, which can travel throughout the building, especially if apartment or stairwell doors are left open.



2. Combustible Buildings. A "combustible" or "non-fireproof" building has a wood or other structure that will burn if

exposed to fire. A fire that spreads from the burning contents of an apartment into the building walls can spread within the walls and endanger the entire building.

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

B. Fire Protection Systems

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

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

2. **Sprinkler Systems.** A sprinkler system is designed to extinguish a fire by spraying water on it. A sprinkler head on the ceiling detects the heat of a fire and automatically releases the water from the pipe in the ceiling. It also sounds an alarm at street level, or, in most newer buildings, transmits an alarm to a fire alarm company central monitoring station.

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



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

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

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

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

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



Initials:



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

C. Getting Out Safely (Means of Egress)

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

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



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

D. Apartment Identification and Fire Emergency Markings

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

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

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

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

- A. Fires
- B. Medical Emergencies
- C. Utility Emergencies
- D. Weather Emergencies
- E. Hazardous Materials Emergencies
- F. Building Explosions/Collapse
- G. Terrorism

A. Fires

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

1. Emergency Fire Safety Instructions

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

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

If the fire is in your apartment:

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

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

- Stay inside your apartment (shelter in place) and listen for instructions from firefighters unless conditions become dangerous.
- If you must exit your apartment, first feel the apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
- If you can safely exit your apartment, follow the instructions above for a fire in your apartment.
- If you cannot safely exit your apartment or building, call 911 and tell them your address, floor, apartment number and the number of people in your apartment.
- Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings where smoke may enter.



Initials:



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- Open windows a few inches at top and bottom unless flames and smoke are coming from below. Do not break any windows.
- If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
- If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the smoke, heat or fire.

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

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

2. Evacuation Assistance

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

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

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

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

B. Medical Emergencies

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

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

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

- Burns or smoke inhalation
- Bleeding that will not stop

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

C. Utility Emergencies

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

1. Power Outages

Advance preparation:

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

At time of the power disruption:

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

2. Carbon Monoxide Release

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



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

IF YOU SUSPECT CARBON MONOXIDE POISONING:

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

3. Gas Leaks

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

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

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

4. Water Leaks or Interruptions

Water leaking into electrical wiring can cause a fire.

- If water is leaking into your apartment (or from your apartment to others), immediately arrange for repairs or notify the building owner or manager to do so (as applicable).
- If water is entering electrical wiring in the ceiling or walls, call 911.
- If you have no water or very low water pressure, report the condition to 311 (see instructions on page 3).
- If you have a concern about drinking water quality, report the condition to 311. Monitor Notify NYC or local radio and TV stations for official guidance as to a widespread drinking water emergency.
- If you see water coming up from the ground or roadway, or suspect a water main break, call 311.

D. Weather Emergencies

1. Extreme Heat

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

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

IN AN EXTREME HEAT EMERGENCY:

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

2. Blizzards and Other Winter Weather Storms

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

3. Heavy Rain, Coastal Storms and Hurricanes

In recent years, heavy rainstorms have caused flash flooding in NYC, inundating streets, subways, and basement apartments. Basement apartments and other low-lying areas are at risk of flooding in heavy rain. Make plans to evacuate your basement apartment in advance of a storm that is predicted to cause flooding, or seek shelter on a higher floor. If you are caught inside by rising waters, call 911 for help. Do NOT try to swim to safety.



Avoid travel if heavy rain is forecasted and during storms. Avoid walking and driving through flooded areas. As few as six inches of moving water can knock a person over. Six inches of water will reach the bottom of most cars, causing loss of control and possible stalling. One or two feet of water can carry away a vehicle. Many deaths result from cars swept away by floodwaters.

If you have to walk in water, walk where the water is not moving or uses a stick to check the safety of your path. Do not enter flooded subway stations or buildings surrounded by floodwaters.

For more information, visit NYCEM's website: <https://www.nyc.gov/site/em/ready/flooding.page>.

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



Advance preparation:

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



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- Be prepared for a power interruption by charging your cell phone and other portable devices and adjust the refrigerator setting to a colder temperature.

During the storm:

- Stay informed. Listen to local weather forecasts and announcements from officials. Sign up for and monitor Notify NYC at <https://a858-nycnotify.nyc.gov/notifynyc/>.
- Stay indoors. If you live in a basement apartment, be prepared to move to a higher floor during periods of heavy rain.
- Call 911 if you have a medical emergency or are in danger from physical damage to your building or apartment, but be aware that an emergency response may be delayed or unavailable during the storm.
- If you are trapped inside by rising waters, move to a higher floor, but don't retreat into an enclosed attic unless you have a saw or other tool to cut a hole in the roof if necessary. Call 911 and report your situation. Wait for help. Do NOT try to swim to safety. Do not enter a building if it is surrounded by floodwaters.
- Stay away from downed power lines. Water conducts electricity.

4. Earthquakes

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

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

During an earthquake, "drop, cover and hold on":

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

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

5. Tornados

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

In the event of a tornado alert:

- If a tornado is approaching your neighborhood, immediately go to the basement of your building. If your building has no basement, go to the lowest floor of the building.
- Stay next to the wall in an interior room or area away from windows until the tornado has passed.
- Avoid interior spaces with roofs that span a large open space, such as atriums and auditoriums.
- If there is no suitable place to shelter in your building, evacuate your building for a safer location, but only if there is sufficient time to get there.

E. **Hazardous Materials Emergencies**

1. Chemical

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

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

During the emergency:

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

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

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

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

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

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

2. Radiological Dispersal Device (RDD)

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

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

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

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

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

F. Building Explosions/Collapse

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

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

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

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

If there is an explosion in your apartment building:

- Attempt to determine the severity of the damage to the building (such as collapsed or cracked ceilings or walls, clouds of dust, or strong smell of gas) and whether you are in immediate danger.



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- If conditions allow, evacuate the building as quickly and calmly as possible.
- Call 911 as soon as you are in a safe location.
- If you cannot safely evacuate or you are not certain it is safe to evacuate, call 911 and follow the instructions they provide.
- If there is a possibility of a collapse of walls or ceilings, take cover under a sturdy piece of furniture (such as a table).

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

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

G. Terrorism

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

1. Know the Facts and Be Responsible

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

2. Active Shooter Emergencies

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

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

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

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



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4. Call 911 as soon as it is safe to do so.

Law enforcement personnel responding to an active shooter incident will be focused on identifying and neutralizing

the shooter(s). Law enforcement officers will be looking at the hands of all persons they encounter, both to identify the shooter and for their own safety.

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

7. EMERGENCY PREPAREDNESS RESOURCES

Emergency Preparedness Basics

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

<https://a858-nycnotify.nyc.gov/notifynyc/>

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

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

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

http://www1.nyc.gov/site/em/ready/guides-resources.page#reduce_your_risk

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

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

People Who Need Assistance

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

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

How to Register as a Life Sustaining Equipment Customer: Con Edison Special Services, 1-800- 752-6633 (TTY: 877-423-4372) and website:

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

PSEG Critical Care Program (Rockaways customers): 800-490-0025 and website:

<https://www.psegliny.com/myaccount/customersupport/customerassistanceprograms/criticalcareprogram>

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

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

NYC 988: For mental health information, a referral, or if you need to talk to someone, call NYC 988, New York City's confidential, 24-hour Mental Health Hotline: dial 988 anytime or visit website:

<https://nyc988.cityofnewyork.us/en/>

Home Safety and Fire Prevention

Home Safety:

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



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

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

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

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

<http://www.fdnysmart.org/>

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

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

For assistance with purchase or installation:

<http://www.redcross.org/local/new-york/greater-new-york/home-fire-safety>

Fire Prevention

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

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

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

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

Know Your Building

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

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

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

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

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

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

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

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

What To Do In A Fire or Non-Fire Emergency

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

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

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

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

Utility Company Emergency Numbers:

Con Edison 24-hour hotline: 800-752-6633 (TTY: 1-877-423-4372)

National Grid 24-hour hotline: 1-718-643-4050

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

threat:

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

Terrorism

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

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

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

NYPD Shield (NYC Police Department): NYPD Shield is a Police Department program for building owners and other private sector businesses to counter terrorism through information sharing:

<https://www.nypdshield.org/public/>

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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: 98-10 63rd Rd
UNIT OR APARTMENT NUMBER: 1204
CITY/TOWN/VILLAGE: New York
STATE: NY
ZIP CODE: 11374

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, KNOWN AS THE NEW YORK STATE GOOD CAUSE EVICTION 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



Initials:



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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 2801 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 there- of, 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):



Signed by John Duong

Thu Jun 11 2026 07:32:11 PM EDT

Key: EC57BC51; IP Address: 23.38.164.81

John Duong (Tenant)

Date



6/11/2026

08:13 PM EDT

Jacquelyn Duong (Tenant)

Date

ADDITIONAL CLAUSES ATTACHED TO AND FORMING A PART OF THE LEASE DATED JUNE 5, 2026 BETWEEN CHUANG HENG REGO PARK LLC (LANDLORD OR OWNER) AND JOHN DUONG AND JACQUELYN DUONG (TENANT) REGARDING APARTMENT 1204 IN THE PREMISES LOCATED AT 98-10 63RD RD, NEW YORK, NY 11374. IN THE EVENT OF ANY INCONSISTENCY BETWEEN THE PROVISIONS OF THIS RIDER AND THE PROVISIONS OF THE LEASE TO WHICH THIS RIDER IS ANNEXED, THE PROVISIONS OF THIS RIDER SHALL GOVERN AND BE BINDING. THE PROVISIONS OF THIS RIDER SHALL BE CONSTRUED TO BE IN ADDITION TO AND NOT IN LIMITATION OF THE RIGHTS OF THE OWNER AND THE OBLIGATIONS OF THE TENANT.

CONSTRUCTION RIDER TO LEASE

WHEREAS, John Duong and Jacquelyn Duong (hereinafter "Tenant") has requested of **Chuang Heng Rego Park LLC**, the owner ("Owner") of the building located at **98-10 63rd Rd, New York, NY 11374**, (the "Premises"), that Tenant be permitted to execute a lease (hereinafter "the Lease") and enter into occupancy of the above-referenced Apartment (hereinafter "the Apartment") at the Premises; and

WHEREAS, Tenant has been specifically advised prior to the execution of the Lease by Tenant that the Owner shall be engaging in on-going construction activities at the Premises and may include, but may not be limited to, the possible need for access to the Apartment, the creation of noise, dust, debris, loss of use of all or portions of common areas during certain periods of time and other events normally associated with construction activities; and

WHEREAS, despite having been specifically advised as to the foregoing, Tenant, nonetheless, desires and has requested permission of Owner, that Tenant be permitted to execute the Lease and enter into the Premises and occupy the Apartment therein.

NOW THEREFORE, to induce the Owner of the Premises to grant Tenant's request for permission to be allowed execute the Lease and enter into occupancy of the Apartment:

1. Tenant hereby:
 - a. assumes all the risks and hazards attendant upon Tenant's execution of the Lease and entry on and presence at the Premises and the Apartment, and agrees that the conditions in the Building related to construction shall not constitute a claim of partial or constructive eviction; and
 - b. releases the agent to the Owner, the Owner, the Construction Manager and any of their agents, employees, contractors or representatives from and against any and all causes of actions, claims, rights, demands, suits, damages and judgments which Tenant or any person on the Premises under the Tenant's permission may suffer or sustain arising out of or in connection with his/her/their presence on or about the Premises or the Apartment and Tenant's obligations under the Lease, including, but not limited to, the payment of the rent recited therein when said rent is due; and
 - c. agrees that Tenant having accepted the risk of occupancy during said period of construction and having been fully apprised of such prior to executing this Lease and/or entering into occupancy of the Apartment, shall not assert nor be entitled to assert that the occurrence of such construction activities breaches any warranties to Tenant or warrants an abatement in Tenant's rent; and
 - d. agrees to indemnify and hold harmless the agent to the Owner, the Owner, the Construction Manager and any of their agents, employees, contractors or representatives of, from and/or against, any and/or all loss, costs, claims, suits, damages and judgments arising out of or in connection with his/her/their presence on or about the Premises or the Apartment; and
 - e. agrees to provide access to the Apartment, on reasonable prior notice, when such is requested by Owner.
2. Tenant hereby agrees and understands that, due to the ongoing construction at the Premises, the Apartment may not be ready by the Lease's commencement date. Both the Owner and Tenant agree that in the event the Apartment is not ready for occupancy, the Lease shall commence on the date when possession is available and Tenant will not be responsible for rent until that time. It is agreed and understood that, in the event of a delay in the commencement of the Lease, the expiration date of the Lease will be extended for the same period of time as the delay of the commencement date.
3. Tenant understands that Owner has specifically relied upon the representations made by Tenant herein in determining to enter into the Lease with Tenant. Tenant understands that Tenant's representations have served as a special inducement to Owner to execute the Lease with Tenant, such that absent Tenant's representations and inducement to Owner and Owner's specific reliance thereon, Owner would neither have offered the Lease to the Apartment to Tenant nor executed the Lease to the Apartment with Tenant. Accordingly, Tenant's breach of any of the foregoing shall constitute a material misrepresentation which may, among other remedies, entitle Owner to rescind this Lease. Tenant has made the above-described request and has executed this Rider and the Lease freely, voluntarily and knowingly.



Initials:




4. This Rider shall be deemed to have been jointly drafted by both parties in order to avoid any negative inference against the preparer thereof. The parties hereto have caused this Rider to be executed as of the day and year recited below as the date signed by Landlord.

Chuang Heng Rego Park LLC



Signed by John Duong

Thu Jun 11 2026 07:32:25 PM EDT

Key: EC57BC51; IP Address: 23.47.58.133

John Duong (Tenant)

Date

6/11/2026
08:13 PM EDT

Jacquelyn Duong (Tenant)

Date

Sophia Kang (Landlord)

Date

MILITARY STATUS

- ☐ Renter represents that he or she is in the United States military, or is dependent upon a member of the United States military.
- ☐ Renter represents that he or she is **not** in the United States military, and is **not** dependent upon a member of the United States military. Renter shall notify Owner within ten days of enlistment in the military.

The above response is for informational purposes only and is intended to protect Renters who are in or may enter into military service.

Chuang Heng Rego Park LLC

 **Signed by John Duong**
Thu Jun 11 2026 07:32:30 PM EDT
Key: EC57BC51; IP Address: 23.38.164.82

John Duong (Tenant) Date



6/11/2026
08:13 PM EDT

Jacquelyn Duong (Tenant) Date

Sophia Kang (Landlord) Date

RIDER TO LEASE

Class Action Waiver

ADDITIONAL CLAUSE ATTACHED TO AND FORMING A PART OF THE LEASE DATED **JUNE 28, 2026** BETWEEN **CHUANG HENG REGO PARK LLC** (OWNER) AND **JOHN DUONG AND JACQUELYN DUONG** (TENANT) REGARDING APARTMENT **1204** IN THE BUILDING LOCATED AT **9810 63RD RD, REGO PARK, NY 11374-1700** (SUBJECT PREMISES). IN THE EVENT THAT THERE ARE ANY PROVISIONS CONTAINED IN THIS RIDER WHICH ARE INCONSISTENT WITH THE PROVISIONS CONTAINED IN THE BODY OF THE LEASE BETWEEN THE PARTIES, IT SHALL BE DEEMED TO BE THE INTENT OF THE PARTIES HERETO THAT THE PROVISIONS CONTAINED IN THIS RIDER SUPERSEDE ANY INCONSISTENT PROVISIONS THEREIN SUCH THAT SAID LEASE IS DEEMED MODIFIED HEREBY.

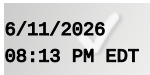
CLASS ACTION WAIVER: You agree that you hereby waive your ability to participate either as a class representative or member of any class action claim(s) against us or our agents. While you are not waiving any right(s) to pursue claims against us related to your tenancy, you hereby agree to file any claim(s) against us in your individual capacity, and you may not be a class action plaintiff, class representative, or member in any purported class action lawsuit ("Class Action"). Accordingly, you expressly waive any right and/or ability to bring, represent, join, or otherwise maintain a Class Action or similar proceeding against us or our agents in any forum. Any claim that all or any part of this Class Action waiver provision is unenforceable, unconscionable, void, or voidable shall be determined solely by a court of competent jurisdiction. You understand that, without this waiver, you could be a party in a class action lawsuit. By signing this lease, you accept this waiver and choose to have any claims decided individually. The provisions of this section shall survive the termination or expiration of this lease.

Chuang Heng Rego Park LLC

 **Signed by John Duong**
Thu Jun 11 2026 07:32:37 PM EDT
Key: EC57BC51; IP Address: 23.38.164.82

John Duong (Tenant) Date

Sophia Kang (Landlord) Date

Jacquelyn Duong (Tenant) Date

PET RIDER TO LEASE

RIDER ATTACHED TO AND FORMING PART OF THE LEASE DATED JUNE 5, 2026 BETWEEN CHUANG HENG REGO PARK LLC AS OWNER AND JOHN DUONG AND JACQUELYN DUONG AS TENANT(S) FOR APT. 1204 AT 98-10 63RD RD, NEW YORK, NY 11374.

IN THE EVENT THERE ARE ANY PROVISIONS CONTAINED IN THIS RIDER WHICH ARE INCONSISTENT WITH THE PROVISIONS OF THE PRINTED LEASE FORM, IT SHALL BE DEEMED TO BE THE INTENT OF THE PARTIES THAT THE PROVISIONS OF THIS RIDER SUPERCEDE SUCH PRINTED LEASE FORM, SUCH THAT SAID PRINTED LEASE FORM IS DEEMED MODIFIED HEREBY.

1. Upon Owner's counter-signing and delivery of this Rider to Tenant, Owner confirms that it permits Tenant to harbor only the below identified pet in the Apartment upon Tenant's full compliance with the following terms and conditions, which terms and conditions are each hereby agreed to by Tenant:

Pet Description				
Sex: female	Type: dog	Color: Tan	Breed: Shiba Inu	Date of Birth:
Name: Daisy	License:	Age: 2	Weight: 30	Anticipated Maximum Weight:

TERMS AND CONDITIONS:

- a) There shall be a fee of \$0.00 per month per pet.
- b) At all times, Tenant shall be entitled to harbor only two (2) pets, which shall be limited to dogs and/or cats, with a total maximum weight of 60 pounds.
- c) The following breeds of dogs and dogs that have any of the breed lineages are not permitted as pets: Akita, Alaskan, Malamute, Chow, Dalmatian, Doberman Pinscher, German Shepherd, Great Dane, Husky, Pit Bull Terriers (including, American Pit Bull Terriers, American or Irish Staffordshire Terriers, Bull Terriers, Pit Bulls, American Bull Dogs and Presa, and Canario), Rottweiler, Saint Bernard, and Wolf Dog Hybrids. The above list is not exhaustive. Landlord reserves the right to modify this list as it deems necessary. Approval of a dog includes, among other documentation, providing documentation of breed type by a veterinarian, including all likely breed types in a mixed breed dog. The presence of a restricted breed in a mixed breed is grounds for refusal. The pet must not be a nuisance to the Owner, Owner's property, other tenants of the building or guests or invitees entering the building as determined by Owner in its absolute and sole discretion.
- d) In transporting the pet, Tenant shall use the service elevator and shall enter and exit the Building through the service entrance via the service corridor on the ground floor.
- e) Tenant shall carry or leash the pet whenever the pet leaves the Apartment and enters any public/common area of the Building. Tenant shall only use the service elevator and service corridor when entering or leaving the Building with the pet.
- f) Under no circumstances may Tenant harbor any pet other than, in lieu of, or in replacement of the pet specifically described above; and
- g) Under no circumstances may Tenant harbor any pet in the Apartment without Tenant having received Owner's specific written approval prior thereto.
2. Tenant represents that Tenant shall fully comply with the terms and conditions set forth in paragraph 1 of this Rider.
3. Tenant warrants and represents that, in the event Tenant breaches the terms of this Rider, Tenant acknowledges that such breach constitutes a material breach of a substantial obligation of the Lease, and this Rider shall be immediately rendered null and void and Owner may commence legal proceedings against Tenant in order to remove any pets from the Apartment or enforce the breach of lease, at the Owner's option.
4. Tenant further represents that the pet is peaceful in nature, will not present a nuisance, threat or danger to other tenants or their pets and has no history of being a threat or danger to other people or animals.
5. All pets must be housebroken. Pets must never be allowed to urinate or defecate in or on landscaped areas, planters, or on building property. Any damages caused by a pet shall be applied to Tenant's rent bill as "Additional Rent." Failure to pay "Additional Rent" shall constitute a default under the Lease, which shall permit the Owner to utilize the Tenant's security deposit in accordance with paragraph 4 of the Lease. In such event, Tenant shall be required to replenish the security deposit in accordance with paragraph 4 of the Lease.



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- 6. All pets must be licensed by the ASPCA, have appropriate yearly shots and be examined regularly by their veterinarian.
- 7. The Owner does not waive any provisions of the Lease or any of its rights or remedies at law or equity by entering into this Rider.
- 8. This Rider shall be deemed to be incorporated into and is made a part of the Lease.
- 9. Tenant does hereby agree and covenant to indemnify and hold harmless, Owner and its executors, administrators, agents, employees, successors and assigns from any and all claims, demands actions, causes of action, suits at law or equity, damages, costs, expenses and losses of any kind or nature whatsoever which may hereafter arise out of or from Tenant's pet.

The parties hereto have caused this Rider to be executed as of the day and year recited below as the date signed by Owner.

Chuang Heng Rego Park LLC

Signed by John Duong
Thu Jun 11 2026 07:33:03 PM EDT
Key: EC57BC51; IP Address: 23.47.58.133

John Duong (Tenant) _____ Date



6/11/2026
08:14 PM EDT

Jacquelyn Duong (Tenant) _____ Date

Sophia Kang (Landlord) _____ Date

ACKNOWLEDGEMENT

This is to acknowledge that I was informed of the pet policy at 9810 63RD RD, Rego Park, NY 11374-1700.

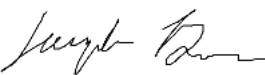
I acknowledge that I must seek written approval from the Owner prior to obtaining and bringing any pet into my Apartment. Should I receive approval for a pet, I will follow the rules and regulations pertaining to having a pet in my Apartment, as set forth in my lease, the riders thereto, and any other rules or regulations adopted by the Owner. If, in the Owner's sole opinion, my pet becomes a nuisance, permission to have a pet in my Apartment may be revoked.



Signed by John Duong
Thu Jun 11 2026 07:33:08 PM EDT
Key: EC57BC51; IP Address: 23.47.58.133

John Duong (Tenant)

Date



6/11/2026
08:14 PM EDT

Jacquelyn Duong (Tenant)

Date

AMENITIES AGREEMENT MARKET APARTMENTS 9810 63RD RD, REGO PARK, NY

Licensee Name(s):	
Tenant(s) of Record Name: John Duong and Jacquelyn Duong	
Address: 9810 63RD RD, Rego Park, NY	Telephone: (646) 320 - 7208

Execution of this Agreement by the undersigned occupant (referred to herein as the "Licensee") of apartment **1204** ("Apartment"), shall entitle the Licensee to the use of the amenities (hereinafter the "Amenities") at the premises known located at **9810 63RD RD**, in the City of **Rego Park**, and State of **New York**, subject to compliance by the Licensee with all of the terms and conditions of this Agreement.

The owner and landlord of the building is **Chuang Heng Rego Park LLC**, hereinafter referred to as "Licensor."

The tenant(s) of record of apartment **1204** are **John Duong and Jacquelyn Duong** (referred to herein as the "Tenant").

The Amenities include the following:

- Fitness Center
- Yoga Studio
- Playroom
- Meeting Room
- Lounge
- Roof Deck
- Outdoor BBQs

In consideration of the privileges granted herein, the Licensee hereby agrees as follows:

1. The term ("Term") of this License shall commence on **June 28, 2026** ("Commencement Date") and expire either on the date on which Licensee vacates the Apartment or the date on which the Apartment's Lease terminates or expires on **June 27, 2027** whichever is earlier ("Expiration Date"), unless the Term shall terminate pursuant to any of the terms of this License or pursuant to law. In no event shall the Term extend beyond the earlier of the date on which Licensee vacates the Apartment or the date on which the Apartment's Lease terminates or expires.
2. In consideration for the granting by Licensor of the License to Licensee, Licensee shall pay to Licensor a license fee ("License Fee") equal to the sum of **\$70.00** per person/per month, in advance, on the first day of each month. Licensor may increase the License Fee on thirty (30) days prior notice to Licensee. The License Fee shall be deemed Additional Rent under the Lease. In the event that the License Fee is not received on or before the **fifth (5th)** day of the month, a late charge shall be charged in accordance with the late payment provisions of the Lease.
3. Licensee's (and any additional licensee) access to the Amenities shall be granted via use of the Latch app. Use of the Latch app assigned to the Licensee shall be used solely by the Licensee and shall not be transferable, except as provided herein.
4. Use of the Amenities shall be on a first come, first served basis. The Licensor does not always guaranty availability of the Amenities to all licensees, and the use of the Amenities may be limited or restricted in the sole discretion of the Licensor, and may, under all circumstances, be utilized only by licensees who reside in the subject building.
5. **Hours of Operation:** The amenities hours of operation shall be posted, and are subject to change at any time.
6. **General Rules & Regulations:**
 - A. Licensee should contact Licensor and Licensor's employees for all questions regarding membership, policies and procedures, reservations and room rentals.
 - B. Except where specified herein, proper attire for the amenities shall consist of, at a minimum, shirt, shorts, and footwear.
 - C. Licensee agrees and understands that **all amenity areas** are smoke-free (i.e. smoking is not permitted) and food and beverage use is subject to the Rules that are and/or will be posted.
 - D. Except where specified herein, no use of electrical appliances is permitted, and no music may be played or produced.
 - E. All independent service providers (personal trainers, exercise class instructors, caterers, etc.) must register prior to



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being allowed entry to the amenities and must be accompanied by Licensee.

- F. Licensee must adhere to the age limit restrictions per designated area.
- G. A licensee wishing to bring a guest(s) must register their guest(s) in advance. Except where specified herein, the licensee wishing to bring a guest must at least eighteen (18) years of age.
- H. Under no circumstances are any guests to receive instruction from personal trainers, exercise class instructors, or any other instructor.
- I. Except where specified herein, a non-resident caretaker/guardian shall be considered a guest.
- J. Except where specified herein, all guests must be accompanied by the Licensee throughout the visit.
- K. Licensees shall have a priority for the use of the Amenities.
- L. Licensee agrees that s/he will not permit the guest to do anything that will interfere with the rights, comforts or convenience of other licensee, and Licensee shall be liable for the behavior and actions of any guest they bring. Therefore, it is required that Licensee obtain insurance (renter's insurance) for their respective apartment. When Licensee obtains renter's insurance, Licensee must name thereon the Licensor herein and its "principals and agents" as "additional insureds".

Fitness Center and Yoga Studio – Rules & Regulations

- A. The Fitness Center and Yoga Studio shall be used only by persons who are least sixteen (16) years of age or older. Children under the age of sixteen (16) are prohibited from using the Fitness Center and/or Yoga Studio.
- B. Licensee may bring up to **two (2)** guests maximum at a time.
- C. Equipment use is on a first come, first serve basis. When other members are waiting to use a piece of exercise equipment, Licensee shall limit his/her use of said piece of equipment to thirty (30) minutes
- D. After Licensee has completed using a piece of equipment, Licensee must wipe down the piece of equipment.
- E. Licensee must return any equipment accessories used to their original location
- F. Licensee must not drop weights or make loud noises during his/her workout.
- G. Food and drink are prohibited in exercise spaces, except for water in shatterproof bottles.
- H. Licensee is responsible for disposing of all garbage (wipes, etc.).
- I. Open toed shoes and/or bare feet are not permitted.
- J. Management is not responsible for any personal items left in the Fitness Center and/or Yoga Studio.

Playroom - Rules & Regulations

- A. The Playroom shall be used only by babies and children through twelve (12) years of age, who must be accompanied by an adult guardian or by a nanny/babysitter/childcare provider.
- B. For the Playroom, only registered guests are permitted in addition to the Tenant and/or qualified occupants
- C. The presence of the Tenant is not required only if Tenant's child/children are accompanied and supervised by Tenant's nanny/babysitter/childcare provider. In order to access the Playroom, the Tenant's nanny/babysitter/childcare provider is permitted to use the Tenant's Latch application profile. Children shall not be left unattended in the Playroom.
- D. The Playroom provides various equipment and toys which shall not be permitted to be removed from the room under any circumstances.
- E. Food and drink shall not be permitted in the Playroom, with the exception of water in shatterproof bottles, and either infant formula or breast milk in baby bottles.
- F. Playroom use is on a first come, first serve basis

Meeting Room – Rules & Regulations

- A. The Meeting Room shall be used only by persons who are least eighteen (18) years of age or older. Children ages six (6) to seventeen (17) years of age must be accompanied by an adult guardian. Children under the age of six (6) may be accompanied by a nanny/babysitter/childcare provider.
- B. Licensee may bring up to **two (2)** guests maximum at a time.
- C. The presence of the Licensee is not required if Licensee's child/children under the age of six are accompanied and supervised by Licensee's nanny/babysitter/childcare provider. In these situations, the nanny/babysitter/childcare provider shall be considered a "guest" of the Licensee. In order to access the Resident Lounge, the Licensee's nanny/babysitter/childcare provider is permitted to use the Licensee's Latch application profile.

- D. Food may only be eaten on shatterproof plates or containers with non-breakable utensils. Drinks must be in shatterproof bottles or cups.
- E. Licensee is responsible for disposing of all garbage.
- F. Management is not responsible for any personal items left in the Meeting Room.
- G. Amenity use is on a first come, first serve basis.
- H. Rental agreements for the Meeting Room are required for all functions where the number of guests will exceed the maximum guest limit as specified in subparagraph B above.

Lounge – Rules & Regulations

- A. The Lounge shall be used only by persons who are least eighteen (18) years of age or older. Children ages six (6) to seventeen (17) years of age must be accompanied by an adult guardian. Children under the age of six (6) may be accompanied by a nanny/babysitter/childcare provider.
- B. Licensee may bring up to **two (2)** guests maximum at a time.
- C. The presence of the Licensee is not required if Licensee's child/children under the age of six are accompanied and supervised by Licensee's nanny/babysitter/childcare provider. In these situations, the nanny/babysitter/childcare provider shall be considered a "guest" of the Licensee. In order to access the Lounge, the Licensee's nanny/babysitter/childcare provider is permitted to use the Licensee's Latch application profile.
- D. When other members are waiting to use a piece of furniture, Licensee shall limit his/her use of said piece of furniture to sixty (60) minutes.
- E. Food may only be eaten on shatterproof plates or containers with non-breakable utensils. Drinks must be in shatterproof bottles or cups.
- F. Licensee is responsible for disposing of all garbage.
- G. Management is not responsible for any personal items left in the Lounge.
- H. Amenity use is on a first come, first serve basis.
- I. Rental agreements for the lounge room are required for all functions where the number of guests will exceed the maximum guest limit as specified in subparagraph B above.

Library – Rules & Regulations

- A. The Library shall be used only by persons who are least sixteen (16) years of age or older.
- B. Licensee may bring up to **two (2)** guests maximum at a time.
- C. The Library shall include tables and chairs, which shall be available on a first come, first serve basis.
- D. Amenity use is on a first come, first serve basis. When other members are waiting to use a piece of furniture, Licensee shall limit his/her use of said piece of equipment to sixty (60) minutes.
- E. Food and drink are prohibited in the Library, except for water in shatterproof bottles.
- F. Management is not responsible for any personal items left in the Library.

Roof Deck - Rules & Regulations

- A. The Rooftop Terrace shall be used only by persons who are least eighteen (18) years of age or older. All children under the age of seventeen (17) years of age must be accompanied by an adult guardian.
- B. Licensee may bring up to **two (2)** guests maximum at a time.
- C. Amenity use is on a first come, first serve basis.
- D. Food may only be eaten on shatterproof plates or containers with non-breakable utensils. Drinks must be in shatterproof bottles or cups.
- E. No balls or toys may be brought to the Roof Deck.
- F. Licensee is not permitted to utilize any of the planters for personal use.
- G. Management is not responsible for any personal items left on the Roof Deck.
- H. Amenity use is on a first come, first serve basis.



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- I. Reservations must be made with Management for use of the BBQ grills.
7. The Amenities may never be utilized for more than 4 at a time.
8. Licensee understands and acknowledges that in the event the Licensee fails to leave the Amenity areas clean, or cause any damage to such areas, the Licensee shall be responsible for the cost of any and all necessary repairs and/or restorations, and for the cost of cleaning the area at the rate of \$250.00 per hour.
9. The Licensor reserves the right to close all or part of any of the Amenities, and/or to interrupt or discontinue the Amenities. There is no obligation on the part of the Licensee to continue to provide the Amenities.
10. The Licensee shall comply with all rules, regulations and directives posted by the Licensor in the Amenity areas, which rules, regulations and directives may be changed from time to time by Licensor in its sole discretion. The Licensee shall ensure compliance with such rules, regulations and directives by all of Licensee's guests. Failure to abide by any rules, regulations and directives may result in ejection from the Amenity areas and/or suspension or termination of this License in the sole and absolute discretion of the Licensor in accordance with terms and conditions of ¶ 23 herein.
11. The Licensor, its affiliates, agents and employees shall not be liable for loss, theft or damage to the property of Licensee or Licensee's guests. The Licensee shall be required to pay or reimburse any claim, cost, liability, fee, expense and/or attorney's fees arising from the Licensee's or Licensee's guests' negligence or misconduct, including expenses related to replacement or repair of personal property, equipment or machinery located in or about the building and/or within the Amenities.
12. Use of the Amenities is at the Licensee's risk, and Licensor assumes no responsibility or risk of loss for loss or damage to Licensee's property or bodily injury or harm to Licensee.
13. With respect to the **Fitness Center and Yoga Studio**, adults who possess a working knowledge and ability to use the equipment and which adults are free of medical conditions such as heart, lung, tendency to have strokes and or any other serious condition which would make use of said equipment contra-indicated shall utilize the Fitness Center. Licensee further acknowledges that the use of this area will be unsupervised and Licensee further understands that the Licensor herein takes no responsibilities for any accident that may occur to Licensee as a result of the use of equipment or another Licensee's use of the equipment in the said rooms and Licensee has herein agreed that if Licensee uses and or utilizes said equipment that Licensee's use thereof shall be at Licensee's sole risk. Licensee should consult with Licensee's physician and or doctor prior to using such equipment.
14. To the fullest extent permitted by law, Licensee shall indemnify, defend, and hold harmless the Owner, the Managing agent, the Licensor, and their agents and employees from and against all claims, damages losses and expenses, including attorney's fees, arising out of or resulting from use of the Amenities, attributed to bodily injury, sickness, disease or death or to injury to or destruction of tangible property including the loss of use resulting therefrom, or which is caused in whole or in part by any negligent act or omission of the Licensee and/or their guest(s) or anyone else.
15. Licensee assumes the risk of the use of the Amenities. Licensee expressly waives and releases Licensor from all claims against Licensor and agrees to hold Licensor harmless for any loss, damage or injury resulting from the use of the Amenities, regardless of the cause. Licensor shall not be liable for any injury or damage to persons or property, or damages caused by other Licensees or persons in the building, arising from the use of the Amenities.
16. Licensee covenants and agrees, at its sole cost and expense, to the fullest extent permitted by law, to indemnify, defend and hold Licensor, its partners, directors, officers, members, managers, employees, servants, representatives and agents harmless against any and all claims or loss (including attorney's fees, witnesses' fees and all courts costs), damages, expense and liability (including statutory liability) by or on behalf of any person, firm or corporation, resulting from, arising out of or in connection with the use of the Amenities, including, without limitation: (a) the conduct or management the premises by Licensee (or any person holding or claiming through or under Licensee) or anyone else; (b) the condition of the premises, or any use, nonuse, possession, management or maintenance of the premises; (c) any breach or default on the part of Licensee in the performance of any of Licensee's covenants or obligations under this Agreement; (d) any act, negligence or default or error or omission or breach of contract by or of Licensee, or any of its agents, servants, employees, contractors, invitees or licensees or of any person holding or claiming through or under Licensee; and (e) any accident, injury or damage whatsoever caused to any person, firm or corporation occurring as the result of any work or thing whatsoever done by Licensee (or person holding or claiming through or under Licensee) in or about the premises. Further, Licensee agrees to indemnify and hold Licensor harmless against and from all costs, counsel fees, expenses and liabilities incurred in or about any such claim or any action or proceeding brought thereon, and in case any action or proceeding shall be brought against Licensor by reason of any such claim, Licensee, upon notice from Licensor, agrees to resist and defend such action at Licensee's sole cost and expense.
17. The foregoing indemnity shall include claims or losses or damages arising out of any negligent or wrongful act, error or omission, in connection with the use of the Amenities by the Licensee, and shall also include injury or death of any guest of

the Licensee. Licensee's liability under this indemnification is not limited to the limits of insurance.

18. Licensee shall be responsible for the loss or damage to furniture and equipment provided to Licensee for Licensee's use of the Amenities, and shall comply with all rules, regulations and directives that may be posted from time to time relating thereto.

19. Default and Termination

- A. If Licensee fails to carry out any agreement or provision of this License, both Licensee and Tenant default under the License.
 - B. If Licensee defaults under the License, other than a default in the agreement to pay the License Fee, Licenser may serve Licensee and Tenant with a written notice to stop or correct the specified default within ten (10) days. Licensee and Tenant must then either stop or correct the default within ten (10) days, or, if Licensee and Tenant need more than ten (10) days, Licensee and Tenant must begin to correct the default within ten (10) days and continue to do all that is necessary to correct the default as soon as possible. If Licensee and Tenant do not stop or begin to correct a default within ten (10) days, Licenser may give Licensee and Tenant a second written notice that this License will end six (6) days after the date the second written notice is sent to Licensee and Tenant. At the end of this six (6) day period, this License will end and Licenser immediately shall turn off Licensee's Latch access. In addition to the foregoing, Licenser shall have the right to ask a Court give the Licenser such other relief as the Court can provide.
 - C. If Licensee does not pay the License Fee within five (5) days of when this License requires, Licenser or Licenser's agent shall, as primary notice, send Licensee, via certified mail, a written notice stating the failure to receive such License Fee, with secondary notice by e-mail or via the tenant portal. Provided Licenser has served Licensee with a fourteen (14) day written demand, and Licenser does not receive the overdue Licensee Fee within fourteen (14) days after such written fourteen (14) day demand for Licensee Fee has been made, Owner may commence an action or summary proceeding seeking the payment of all License Fees. Licenser shall also have the right to turn off Licensee's Latch access.
 - D. If Licensee defaults under the License, Licensee and Tenant consent to any process that may be served either personally, by facsimile or by certified or registered mail, return receipt requested, to Tenant and Licensee at the Apartment, or in any manner provided by New York Law.
 - E. The License shall immediately be revoked by Licenser at such time as the Licensee vacates the Apartment or the Apartment's Lease terminates or expires – without Licenser commencing any legal action or proceeding.
 - F. Licensee shall not assign or sublet this License. In any such event, the License shall immediately be revoked by Licenser.
 - G. Once this License has been ended, whether because of default or otherwise, Licensee gives up any right Licensee might otherwise have to reinstate or renew the License.
20. **Termination by Licensee:** provided that Licensee is in full compliance with all of the terms and conditions of the License, Licensee shall be permitted to terminate the License upon at least thirty (30) days' notice sent to Licenser at Licenser's place of business, by certified mail, return receipt requested, to the Licenser's agent, by e-mail at _____, or via the Resident Portal, of Licensee's election to terminate the License on the thirtieth (30th) day of such notice or such later date as Licensee shall specify in the notice; but, notwithstanding the amount of notice provided, said termination date must be on the last day of a month.

21. Renewal

- A. Unless this License is terminated by Licenser pursuant to ¶19 prior to its expiration or terminated by Licensee pursuant to ¶ 20 prior to its expiration, this Agreement shall expire at the end of the Term. This License shall be renewed only by permission of the Licenser for a period that is co-terminus with the Apartment's renewal lease.
- B. If Licensee wishes to renew the License, Licensee shall execute a License Renewal form prior to the expiration of the Term. Said License Renewal shall expire either on the date on which Licensee vacates the Apartment or the date on which the Apartment's renewal lease terminates or expires, whichever is earlier.

22. Notice

- A. Notice to Licensee may be given by Licenser, at *Licenser's election*, by ordinary mail, by certified mail, certificate of mail or by hand delivery to the Apartment.
- B. Notice to Licenser may be given by certified mail, return receipt requested, at Licenser's address set forth above or such other address as Licenser may designate in writing, by e-mail at _____, or via the Resident Portal.
- C. Any notice shall be deemed given on the date it is posted if mailing is used.

23. Surrender

Upon the expiration or earlier termination of this License, Licensee's Latch application profile shall be cancelled.

24. This License shall constitute a License only and shall not be construed under any circumstances to constitute (a) any right,



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- title, estate or interest in the amenities (b) a landlord/tenant relationship between Licensor and Licensee, (c) a lease or a conveyance of personal or real property by Licensor to Licensee. This License grants to Licensee only a personal privilege revocable by Licensor on the terms set forth herein.
25. This License has been made under and shall be construed and interpreted under and in accordance with the laws of the State of New York without regard to principles of conflict of laws.
26. This License contains the entire agreement of the parties hereto and no representations, inducements, promises or agreements, oral or otherwise, between the parties not embodied herein shall be of any force and effect. The failure of either party to insist in any instance on strict performance of any covenant or condition hereof, or to exercise any option herein contained, shall not be construed as a waiver of such covenant, condition or option in any other instance. This License cannot be changed or terminated orally, and can be modified only in writing, executed by each party hereto.



Signed by John Duong

Thu Jun 11 2026 07:35:59 PM EDT
Key: EC57BC51; IP Address: 23.47.58.153

John Duong (Tenant) _____ Date

6/11/2026
08:15 PM EDT

Jacquelyn Duong (Tenant) _____ Date

TO CONFIRM OUR AGREEMENTS, OWNER AND YOU RESPECTIVELY SIGN THIS LEASE AS OF THE DAY AND YEAR FIRST WRITTEN ON PAGE 1

Chuang Heng Rego Park LLC

Sophia Kang (Landlord) _____ Date

BICYCLE STORAGE LICENSE AGREEMENT MARKET APARTMENTS

THIS BICYCLE STORAGE LICENSE AGREEMENT (this "License") made on June 5, 2026 is by and between **Chuang Heng Rego Park LLC** ("Licensor"), having an office c/o **463 FASHION AVE RM 1603, New York, NY 10018-0463** ("Licensor"), and **John Duong and Jacquelyn Duong** ("Licensee") having an address at Apartment **1204** at **98-10 63rd Rd, New York, NY**;

WHEREAS, Licensor is the owner of the building located at **98-10 63rd Rd, New York, NY** (the "Building"); and

WHEREAS, Licensor and Licensee have entered into a Lease, dated as of **June 28, 2026** (the "Lease") for Apartment **1204** in the Building; and

WHEREAS, bicycle storage racks have been installed for use by permitted tenants on the _____ floor of the Building; and

WHEREAS, Licensee desires the right to the exclusive use of the bicycle storage rack designated as _____ (the "Designated Bicycle Rack") subject to the terms and conditions set forth herein;

NOW THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

- 1. License Agreement Provisions Prevail.** Licensor and Licensee agree that, in the event of a conflict between the provisions contained in the Lease and this License, it shall be deemed to be the intent of the parties that the provisions contained in this License supersede any inconsistent provisions of the Lease and the Lease is deemed modified hereby.
- 2. License.** Subject to the terms and conditions hereinafter set forth, Licensor hereby grants to Licensee a license ("License") for the exclusive use of the Designated Bicycle Rack and Licensee hereby accepts such License from the Licensor on a month-to-month basis.
- 3. Term.** The term ("Term") of this License shall commence on **June 28, 2026** ("Commencement Date") and expiring **June 27, 2027** ("Expiration Date"), unless the Term shall terminate pursuant to any of the terms of this License or pursuant to law. The Term is a period that is co-terminus with the duration of the Licensee's Lease, **June 28, 2026**. In no event shall the Term extend beyond the earlier of the date on which Licensee vacates the Apartment or the date on which the Lease terminates or expires.
- 4. License Fee.** In consideration for the granting by Licensor of the License to Licensee, Licensee shall pay to Licensor a license fee ("License Fee") equal to the sum of **fifteen dollars (\$15.00)** per month, in advance, on the first day of each month. Licensor may increase the License Fee on thirty (30) days prior notice to Licensee. The License Fee shall be deemed Additional Rent under the Lease. In the event that the License Fee is not received on or before the fifth (5th) day of the month, a late charge shall be charged in accordance with the late payment provisions of the Lease.
- 5. Use.**
 - (a) Licensee shall use and occupy the Designated Bicycle Rack for storage of his/her bicycle, in compliance with law, and for no other purpose.
 - (b) Licensee shall not store in the Designated Bicycle Rack any articles or material which (i) pose a threat to the health or safety of the Licensee or occupants of the Building or the Building, (ii) that cause noxious odors, dirt or other sanitary problems, or (iii) that would be deemed or determined to be a "hazardous substance" or "hazardous waste" under any federal, state or local statute, law, ordinance or regulation now or hereafter in effect, or otherwise create a nuisance, including any hazardous, flammable, explosive, toxic or radioactive substance, material, matter or waste which is or becomes regulated by any federal, state or local law, rule regulation, code, ordinance or any other governmental restriction or requirement, or (iv) any animals or food. Batteries, if any, must be disconnected at all terminals.
 - (c) Licensee shall not (i) store any property outside of the Designated Bicycle Rack, (ii) allow any other person to use the Designated Bicycle Rack, or (iii) alter, modify, or add signage to the Designated Bicycle Rack.
 - (d) Licensee's bicycle shall not be an electric bicycle.
- 6. Condition of Premises, Maintenance, Alterations.**
 - (a) Licensee has examined the Designated Bicycle Rack and accepts it in its current condition without any representations on the part of Licensor. Licensor shall have no obligation to perform any work in, to, or on the Designated Bicycle Rack and Licensee shall accept the Designated Bicycle Rack in its "as-is" condition.
 - (b) Licensee shall, at Licensee's sole cost and expense, keep and maintain the Designated Bicycle Rack in commercially reasonable condition and good repair. Licensee agrees to report in writing to Licensor any defective condition in or about the Designated Bicycle Rack known to Licensee, and further agrees to contact Licensor by telephone or email



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immediately in such instance.

- (c) Licensee shall not make any improvements, installations, alterations or additions in, to, or on the Designated Bicycle Rack.

7. Right to Enter. Licensors, its agents or employees shall have the right (but not the obligation) to open the Designated Bicycle Rack in an emergency at any time, and, at other reasonable times upon prior notice to Licensee (as defined herein), to inspect and examine the Designated Bicycle Rack and to make such repairs, replacements and improvements as Licensors may desire. Notwithstanding anything herein to the contrary, Licensors shall be under no obligation to make any repairs, replacements, or improvements to the Designated Bicycle Rack.

8. Licensee's Risk & Insurance.

- (a) Licensee shall keep all personal property of every kind, nature and description of Licensee and of all persons claiming by, through or under Licensee, at their sole risk and hazard, and if the same shall be lost, stolen, or damaged by any cause, neither Licensors, its agents, nor any of the aforementioned entities' respective members, officers, agents or employees shall be liable.

- (b) It is required that Licensee obtain insurance with a duly licensed insurance company with respect to the Designated Bicycle Rack and any property therein, and maintain such policy for the duration of the Term. In the event of any claim by Licensee, Licensee agrees to look solely to any insurance policy maintained by Licensee, pursuant to this paragraph or otherwise, and Licensors shall not be liable to Licensee to the extent Licensee's claims are satisfied from such insurance policy.

9. Indemnification. Licensee hereby agrees to indemnify Licensors, its agents, and each aforementioned entity's members, officers, agents, and employees (collectively, "Licensors's Entities") from all liability, losses or damages with respect to the Designated Bicycle Rack, except to the extent it is due to Licensors's gross negligence. Licensee is liable for all losses, injury or damages to any person or property caused by Licensee, and any occupants, guests or invitees of Licensee. Licensee is responsible for all damages suffered and money spent by Licensors's Entities relating to any claim arising from any act or neglect of Licensee and for those persons for whom Licensee is responsible, and Licensee shall reimburse Licensors's Entities for any such money spent by Licensors's Entities. If a legal action or proceeding is brought against Licensors's Entities arising from Licensee's act or neglect, Licensee shall defend Licensors's Entities at Licensee's expense with an attorney of Licensors's Entities' choosing. The obligations of Licensee contained in this Section shall survive the expiration or earlier termination of this License.

10. Relocation. Licensors shall have the right, upon seven (7) days' notice to Licensee and at Licensors's cost, to temporarily or permanently relocate the Designated Bicycle Rack to another location in the Building, without payment of any penalty to Licensee.

11. Default and Termination.

- (a) Licensee defaults under the License if Licensee fails to carry out any agreement or provision of this License.

- (b) If Licensee defaults under the License, Licensors may serve Licensee with a written notice to stop or correct the specified default within ten (10) days. Licensee must then either stop or correct the default within 10 days, or, if Licensee needs more than 10 days, Licensee must begin to correct the default within 10 days and continue to do all that is necessary to correct the default as soon as possible. If Licensee does not stop or begin to correct a default within 10 days, Licensors may give Licensee a second written notice that this License will end six (6) days after the date the second written notice is sent to Licensee. At the end of this 6-day period, this License will end, and Licensee then must remove all property from the Designated Bicycle Rack. Licensors shall have the right to ask a Court give the Licensors such other relief as the Court can provide.

- (c) If Licensee does not pay the License Fee when this License requires after a personal demand for the License Fee has been made, or within three (3) days after a statutory written demand for the License Fee has been made, or if the License ends, Owner may do the following:

1. Enter the Designated Bicycle Rack and retake possession of it if Licensee has vacated; or
2. Go to court and ask that Licensee be compelled to remove all items from the Designated Bicycle Rack. Licensors shall also have the right to ask a Court give the Licensors such other relief as the Court can provide.

- (d) The License shall immediately be revoked at such time as the Licensee vacates the Apartment or the Lease terminates or expires.

- (e) Licensee shall not assign or sublet this License or the Designated Bicycle Rack. In any such event, the License shall immediately be revoked.

- (f) Once this License has been ended, whether because of default or otherwise, Licensee gives up any right Licensee might otherwise have to reinstate or renew the License.

12. Termination by Licensee: provided that Licensee is in full compliance with all of the terms and conditions of the License, Licensee shall be permitted to terminate the License upon at least thirty (30) days' notice sent to Licensor at Licensor's place of business, by certified mail, return receipt requested, and to the Licensor's agent, _____ by e-mail at _____, of Licensee's election to terminate the License on the thirtieth (30th) day of such notice or such later date as Licensee shall specify in the notice; but, notwithstanding the amount of notice provided, said termination date must be on the last day of a month.

13. Renewal.

- (a) Unless this License is terminated by Licensor pursuant to ¶ 11 or by Licensee pursuant to ¶ 12 prior to its expiration, this Agreement shall be expire at the end of the License Period. This License shall be renewed only by permission of the Licensor for a period that is co-terminus with the Licensee's renewal lease.
- (b) If Licensee wishes to renew the License, Licensee shall execute a License Renewal form prior to the expiration of the License Period. Said License Renewal shall be included with Licensee's Renewal Lease package.

14. Notice

- (a) Notice to Licensee may be given by Licensor, at Licensor's election, by ordinary mail, by regular USPS mail with certified mail, return receipt requested, or by hand delivery to the Apartment.
- (b) Notice to Licensor must be given by certified mail, return receipt requested, at Licensor/s address set forth above or such other address as Licensor may designate in writing.
- (c) Any notice shall be deemed given on the date it is posted if mailing is used.

15. Surrender.

- (a) Upon the expiration or earlier termination of this License, Licensee shall (i) remove Licensee's property from the Designated Bicycle Rack, and (ii) surrender the Designated Bicycle Rack in as good a condition as it was on the commencement date of the License, reasonable wear and tear excepted.
- (b) If Licensee fails to surrender possession of the Designated Bicycle Rack upon the expiration or earlier termination of this License, or if any property of Licensee remains in the Designated Bicycle Rack after the expiration or earlier termination of this License, (i) any property remaining in the Designated Bicycle Rack shall be deemed conclusively abandoned, and (ii) Licensor may, without any notice and without prejudice to any other remedy Licensor may have, enter the Designated Bicycle Rack and remove and dispose of any property in the Designated Bicycle Rack, at Licensee's sole cost and expense, without being liable for any claim for trespass, conversion, or damages.
- (c) Any expenses incurred by Licensor for Licensee's failure to surrender the Designated Bicycle Rack in the manner required under this License and/or for removal and disposal of any property in the Designated Bicycle Rack upon expiration or earlier termination of this License, shall be charged to Licensee as additional rent under the Lease. Any attorney's fees and disbursements incurred as a result of legal action taken by Licensor or its agents to enforce this License shall be charged to Licensee and shall be payable as additional rent pursuant to the Lease.
- (d) If Licensee shall fail to surrender the Designated Bicycle Rack upon the expiration or earlier termination of this License, Tenant shall have the status of a holdover occupant of the Designated Bicycle Rack. Under no circumstances shall Licensee's occupancy of the Designated Bicycle Rack after the expiration or earlier termination of this License be deemed or construed to create any rights for Licensee in the Designated Bicycle Rack. Nothing herein shall constitute Licensor's consent to any holdover by Licensee or to impair Licensor's right to remove and dispose of property in the Designated Bicycle Rack, or exercise Licensor's other rights and remedies under this License or under applicable law on account of any holdover.

16. No Estate Conveyed. This License shall constitute a License only and shall not be construed under any circumstances to constitute a. any right, title, estate or interest in the Designated Bicycle Rack (b) a landlord/tenant relationship between Licensor and Licensee, (c) a lease or a conveyance of personal or real property by Licensor to Licensee. This License grants to Licensee only a personal privilege revocable by Licensor on the terms set forth herein.

17. Exculpation of Licensor. Licensee shall look solely to the estate and property of Licensor in the land and Building of which the Premises are a part, for the satisfaction of Licensee's remedies for the collection of a judgment (or other judicial process) requiring the payment of money by Licensor in the event of any default or breach by Licensor with respect to any of the terms, covenants and conditions of this License to be observed and/or performed by Licensor, and no other property or assets of Licensor or Licensor's Entities shall be subject to levy, execution or other enforcement procedure for the satisfaction of Licensee's remedies.



Initials:

J.D.
EC57BCS1

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- 18. Brokerage.** Licensee represents and warrants that it has not dealt with any broker in connection with the execution of this License and agrees to indemnify and hold Licensor harmless from and against any and all liabilities from any claims of any broker (including, without limitation, the cost of attorneys' fees in connection with the defense of any such claims).
- 19. Subordination.** This License is and shall be subject and subordinate to all ground or underlying leases of the entire Building and to all mortgages, deeds of trust and similar security documents which may now or hereafter be secured upon the Building, and to all renewals, modifications, consolidations, replacements and extensions thereof. This clause shall be self-operative, and no further instrument of subordination shall be required by any lessor or mortgagee, but in confirmation of such subordination.
- 20. Governing Law.** This License has been made under and shall be construed and interpreted under and in accordance with the laws of the State of New York without regard to principles of conflict of laws.
- 21. Entire Agreement; No Waiver.** This License contains the entire agreement of the parties hereto and no representations, inducements, promises or agreements, oral or otherwise, between the parties not embodied herein shall be of any force and effect. The failure of either party to insist in any instance on strict performance of any covenant or condition hereof, or to exercise any option herein contained, shall not be construed as a waiver of such covenant, condition or option in any other instance. This License cannot be changed or terminated orally, and can be modified only in writing, executed by each party hereto.

IN WITNESS WHEREOF, the undersigned have executed this License as of the day and year first above written.

Chuang Heng Rego Park LLC



Signed by John Duong

Thu Jun 11 2026 07:36:21 PM EDT

Key: EC57BC51; IP Address: 23.38.164.82

John Duong (Tenant)

Date

Sophia Kang (Landlord)

Date

6/11/2026
08:15 PM EDT

Jacquelyn Duong (Tenant)

Date

RIDER TO AMENITIES LICENSE AGREEMENT - LICENSE FEE TEMPORARY CONCESSION

IT IS HEREBY AGREED this 28th day of June, 2026, by and between Chuang Heng Rego Park LLC (hereinafter "Licensor"), owner of the premises known as and located at 9810 63RD RD, Rego Park, New York ("subject premises") and John Duong and Jacquelyn Duong (hereinafter "Licensee"), tenant or qualified occupant of Apartment 1204 in the subject premises (hereinafter "Apartment") as follows:

1. The parties agree that the Licensor offers certain amenities at the subject premises (hereinafter "Amenities"), and that Licensee has signed a license agreement, dated June 5, 2026, to enjoy the Amenities (hereinafter "Agreement").
2. The parties agree that the cost to utilize the Amenities per the Agreement ("License Fee") is \$70.00 per month.
3. During the entire term of the Agreement, the Licensee Fee for the Amenities shall remain the sum set forth in ¶ 2 of this Rider; however, the Licensor agrees to provide Licensee with the following concession, due to ongoing construction at the Building and unavailability of certain amenities, representing a temporary concession of the License Fee: a concession equal to \$70.00 per person per month from June 28, 2026 through June 27, 2027;
4. Said temporary concession is not intended as a preference to govern throughout Licensee's tenancy in the Apartment or Licensee's enrollment in the Amenities. Other than during the periods specified at ¶ 3 of this Rider, the full monthly License Fee recited in the Agreement must be paid in order to satisfy Licensee's License Fee obligation. It is acknowledged and agreed by the parties that the License Fee for any subsequent renewal of the Agreement will be based upon the License Fee set by the Licensor, such that the Licensor's willingness and agreement to grant a temporary concession have no effect upon the full amount of the License Fee.
5. The parties shall be deemed to have jointly drawn this Rider in order to avoid any negative inference against the preparer of the document. The covenants, agreements, terms, provisions and conditions contained in this Rider shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first above written.

Chuang Heng Rego Park LLC



Signed by John Duong

Thu Jun 11 2026 07:36:26 PM EDT

Key: EC57BC51; IP Address: 23.38.164.82

John Duong (Tenant)

Date

Sophia Kang (Landlord)

Date

**6/11/2026
08:15 PM EDT**

Jacquelyn Duong (Tenant)

Date



Initials:



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AMENITIES AGREEMENT – SPECIFIC TERM MARKET APARTMENTS 98-10 63RD RD, NEW YORK, NY

Licensee Name(s):	
Tenant(s) of Record Name: John Duong and Jacquelyn Duong	
Address: 98-10 63rd Rd, New York, NY	Telephone: (646) 320 - 7208

Execution of this Agreement by the undersigned occupant (referred to herein as the "Licensee") of apartment **1204** ("Apartment"), shall entitle the Licensee to the use of the amenities (hereinafter the "Amenities") at the premises known located at **98-10 63rd Rd**, in the City of **New York**, and State of **New York**, subject to compliance by the Licensee with all of the terms and conditions of this Agreement.

The owner and landlord of the building is **Chuang Heng Rego Park LLC**, hereinafter referred to as "Licensor."

The tenant(s) of record of apartment **1204** are **John Duong and Jacquelyn Duong** (referred to herein as the "Tenant").

The Amenities include the following:

- Fitness Center
- Yoga Studio
- Playroom
- Meeting Room
- Lounge
- Library
- Roof Deck
- Outdoor BBQs

In consideration of the privileges granted herein, the Licensee hereby agrees as follows:

1. The term ("Term") of this License shall commence on **June 28, 2026** ("Commencement Date") and expire either on the date on which Licensee vacates the Apartment or the date on which the Apartment's Lease terminates or expires on **June 27, 2027** whichever is earlier ("Expiration Date"), unless the Term shall terminate pursuant to any of the terms of this License or pursuant to law. In no event shall the Term extend beyond the earlier of the date on which Licensee vacates the Apartment or the date on which the Apartment's Lease terminates or expires.
2. In consideration for the granting by Licensor of the License to Licensee, Licensee shall pay to Licensor a license fee ("License Fee") equal to the sum of **\$0.00** per person/per month, during the Term only.
3. Licensee's (and any additional licensee) access to the Amenities shall be granted via use of the Latch app. Use of the Latch app assigned to the Licensee shall be used solely by the Licensee and shall not be transferable, except as provided herein.
4. Use of the Amenities shall be on a first come, first served basis. The Licensor does not always guaranty availability of the Amenities to all licensees, and the use of the Amenities may be limited or restricted in the sole discretion of the Licensor, and may, under all circumstances, be utilized only by licensees who reside in the subject building.
5. **Hours of Operation:** The amenities hours of operation shall be posted, and are subject to change at any time.
6. **General Rules & Regulations:**
 - A. Licensee should contact Licensor and Licensor's employees for all questions regarding membership, policies and procedures, reservations and room rentals.
 - B. Except where specified herein, proper attire for the amenities shall consist of, at a minimum, shirt, shorts, and footwear.
 - C. Licensee agrees and understands that **all amenity areas** are smoke-free (i.e. smoking is not permitted) and food and beverage use is subject to the Rules that are and/or will be posted.

- D. Except where specified herein, no use of electrical appliances is permitted, and no music may be played or produced.
- E. All independent service providers (personal trainers, exercise class instructors, caterers, etc.) must register prior to being allowed entry to the amenities and must be accompanied by Licensee.
- F. Licensee must adhere to the age limit restrictions per designated area.
- G. A licensee wishing to bring a guest(s) must register their guest(s) in advance. Except where specified herein, the licensee wishing to bring a guest must at least eighteen (18) years of age.
- H. Under no circumstances are any guests to receive instruction from personal trainers, exercise class instructors, or any other instructor.
- I. Except where specified herein, a non-resident caretaker/guardian shall be considered a guest.
- J. Except where specified herein, all guests must be accompanied by the Licensee throughout the visit.
- K. Licensees shall have a priority for the use of the Amenities.
- L. Licensee agrees that s/he will not permit the guest to do anything that will interfere with the rights, comforts or convenience of other licensee, and Licensee shall be liable for the behavior and actions of any guest they bring. Therefore, it is required that Licensee obtain insurance (renter's insurance) for their respective apartment. When Licensee obtains renter's insurance, Licensee must name thereon the Licensor herein and its "principals and agents" as "additional insureds".

Fitness Center and Yoga Studio – Rules & Regulations

- A. The Fitness Center and Yoga Studio shall be used only by persons who are least sixteen (16) years of age or older. Children under the age of sixteen (16) are prohibited from using the Fitness Center and/or Yoga Studio.
- B. Licensee may bring up to two (2) guests maximum at a time.
- C. Equipment use is on a first come, first serve basis. When other members are waiting to use a piece of exercise equipment, Licensee shall limit his/her use of said piece of equipment to thirty (30) minutes
- D. After Licensee has completed using a piece of equipment, Licensee must wipe down the piece of equipment.
- E. Licensee must return any equipment accessories used to their original location
- F. Licensee must not drop weights or make loud noises during his/her workout.
- G. Food and drink are prohibited in exercise spaces, except for water in shatterproof bottles.
- H. Licensee is responsible for disposing of all garbage (wipes, etc.).
- I. Open toed shoes and/or bare feet are not permitted.
- J. Management is not responsible for any personal items left in the Fitness Center and/or Yoga Studio.

Playroom - Rules & Regulations

- A. The Playroom shall be used only by babies and children through twelve (12) years of age, who must be accompanied by an adult guardian or by a nanny/babysitter/childcare provider.
- B. For the Playroom, only registered guests are permitted in addition to the Tenant and/or qualified occupants
- C. The presence of the Tenant is not required only if Tenant's child/children are accompanied and supervised by Tenant's nanny/babysitter/childcare provider. In order to access the Playroom, the Tenant's nanny/babysitter/childcare provider is permitted to use the Tenant's Latch application profile. Children shall not be left unattended in the Playroom.
- D. The Playroom provides various equipment and toys which shall not be permitted to be removed from the room under any circumstances.
- E. Food and drink shall not be permitted in the Playroom, with the exception of water in shatterproof bottles, and either infant formula or breast milk in baby bottles.
- F. Playroom use is on a first come, first serve basis

Meeting Room – Rules & Regulations

- A. The Meeting Room shall be used only by persons who are least eighteen (18) years of age or older. Children ages six (6) to seventeen (17) years of age must be accompanied by an adult guardian. Children under the age of six (6) may be accompanied by a nanny/babysitter/childcare provider.

- B. Licensee may bring up to **two (2)** guests maximum at a time.
- C. The presence of the Licensee is not required if Licensee's child/children under the age of six are accompanied and supervised by Licensee's nanny/babysitter/childcare provider. In these situations, the nanny/babysitter/childcare provider shall be considered a "guest" of the Licensee. In order to access the Resident Lounge, the Licensee's nanny/babysitter/childcare provider is permitted to use the Licensee's Latch application profile.
- D. Food may only be eaten on shatterproof plates or containers with non-breakable utensils. Drinks must be in shatterproof bottles or cups.
- E. Licensee is responsible for disposing of all garbage.
- F. Management is not responsible for any personal items left in the Meeting Room.
- G. Amenity use is on a first come, first serve basis.
- H. Rental agreements for the Meeting Room are required for all functions where the number of guests will exceed the maximum guest limit as specified in subparagraph B above.

Lounge – Rules & Regulations

- A. The Lounge shall be used only by persons who are least eighteen (18) years of age or older. Children ages six (6) to seventeen (17) years of age must be accompanied by an adult guardian. Children under the age of six (6) may be accompanied by a nanny/babysitter/childcare provider.
- B. Licensee may bring up to **two (2)** guests maximum at a time.
- C. The presence of the Licensee is not required if Licensee's child/children under the age of six are accompanied and supervised by Licensee's nanny/babysitter/childcare provider. In these situations, the nanny/babysitter/childcare provider shall be considered a "guest" of the Licensee. In order to access the Lounge, the Licensee's nanny/babysitter/childcare provider is permitted to use the Licensee's Latch application profile.
- D. When other members are waiting to use a piece of furniture, Licensee shall limit his/her use of said piece of furniture to sixty (60) minutes.
- E. Food may only be eaten on shatterproof plates or containers with non-breakable utensils. Drinks must be in shatterproof bottles or cups.
- F. Licensee is responsible for disposing of all garbage.
- G. Management is not responsible for any personal items left in the Lounge.
- H. Amenity use is on a first come, first serve basis.
- I. Rental agreements for the lounge room are required for all functions where the number of guests will exceed the maximum guest limit as specified in subparagraph B above.

Library – Rules & Regulations

- A. The Library shall be used only by persons who are least sixteen (16) years of age or older.
- B. Licensee may bring up to **two (2)** guests maximum at a time.
- C. The Library shall include tables and chairs, which shall be available on a first come, first serve basis.
- D. Amenity use is on a first come, first serve basis. When other members are waiting to use a piece of furniture, Licensee shall limit his/her use of said piece of equipment to sixty (60) minutes.
- E. Food and drink are prohibited in the Library, except for water in shatterproof bottles.
- F. Management is not responsible for any personal items left in the Library.

Roof Deck - Rules & Regulations

- A. The Rooftop Terrace shall be used only by persons who are least eighteen (18) years of age or older. All children under the age of seventeen (17) years of age must be accompanied by an adult guardian.
- B. Licensee may bring up to **two (2)** guests maximum at a time.
- C. Amenity use is on a first come, first serve basis.
- D. Food may only be eaten on shatterproof plates or containers with non-breakable utensils. Drinks must be in shatterproof bottles or cups.

- E. No balls or toys may be brought to the Roof Deck.
 - F. Licensee is not permitted to utilize any of the planters for personal use.
 - G. Management is not responsible for any personal items left on the Roof Deck.
 - H. Amenity use is on a first come, first serve basis.
 - I. Reservations must be made with Management for use of the BBQ grills.
7. The Amenities may never be utilized for more than 2 at a time.
 8. Licensee understands and acknowledges that in the event the Licensee fails to leave the Amenity areas clean, or cause any damage to such areas, the Licensee shall be responsible for the cost of any and all necessary repairs and/or restorations, and for the cost of cleaning the area at the rate of \$250.00 per hour.
 9. The Licensor reserves the right to close all or part of any of the Amenities, and/or to interrupt or discontinue the Amenities. There is no obligation on the part of the Licensee to continue to provide the Amenities.
 10. The Licensee shall comply with all rules, regulations and directives posted by the Licensor in the Amenity areas, which rules, regulations and directives may be changed from time to time by Licensor in its sole discretion. The Licensee shall ensure compliance with such rules, regulations and directives by all of Licensee's guests. Failure to abide by any rules, regulations and directives may result in ejection from the Amenity areas and/or suspension or termination of this License in the sole and absolute discretion of the Licensor in accordance with terms and conditions of ¶ 23 herein.
 11. The Licensor, its affiliates, agents and employees shall not be liable for loss, theft or damage to the property of Licensee or Licensee's guests. The Licensee shall be required to pay or reimburse any claim, cost, liability, fee, expense and/or attorney's fees arising from the Licensee's or Licensee's guests' negligence or misconduct, including expenses related to replacement or repair of personal property, equipment or machinery located in or about the building and/or within the Amenities.
 12. Use of the Amenities is at the Licensee's risk, and Licensor assumes no responsibility or risk of loss for loss or damage to Licensee's property or bodily injury or harm to Licensee.
 13. With respect to the **Fitness Center and Yoga Studio**, adults who possess a working knowledge and ability to use the equipment and which adults are free of medical conditions such as heart, lung, tendency to have strokes and or any other serious condition which would make use of said equipment contra-indicated shall utilize the Fitness Center. Licensee further acknowledges that the use of this area will be unsupervised and Licensee further understands that the Licensor herein takes no responsibilities for any accident that may occur to Licensee as a result of the use of equipment or another Licensee's use of the equipment in the said rooms and Licensee has herein agreed that if Licensee uses and or utilizes said equipment that Licensee's use thereof shall be at Licensee's sole risk. Licensee should consult with Licensee's physician and or doctor prior to using such equipment.
 14. To the fullest extent permitted by law, Licensee shall indemnify, defend, and hold harmless the Owner, the Managing agent, the Licensor, and their agents and employees from and against all claims, damages losses and expenses, including attorney's fees, arising out of or resulting from use of the Amenities, attributed to bodily injury, sickness, disease or death or to injury to or destruction of tangible property including the loss of use resulting therefrom, or which is caused in whole or in part by any negligent act or omission of the Licensee and/or their guest(s) or anyone else.
 15. Licensee assumes the risk of the use of the Amenities. Licensee expressly waives and releases Licensor from all claims against Licensor and agrees to hold Licensor harmless for any loss, damage or injury resulting from the use of the Amenities, regardless of the cause. Licensor shall not be liable for any injury or damage to persons or property, or damages caused by other Licensees or persons in the building, arising from the use of the Amenities.
 16. Licensee covenants and agrees, at its sole cost and expense, to the fullest extent permitted by law, to indemnify, defend and hold Licensor, its partners, directors, officers, members, managers, employees, servants, representatives and agents harmless against any and all claims or loss (including attorney's fees, witnesses' fees and all courts costs), damages, expense and liability (including statutory liability) by or on behalf of any person, firm or corporation, resulting from, arising out of or in connection with the use of the Amenities, including, without limitation: (a) the conduct or management the premises by Licensee (or any person holding or claiming through or under Licensee) or anyone else; (b) the condition of the premises, or any use, nonuse, possession, management or maintenance of the premises; (c) any breach or default on the part of Licensee in the performance of any of Licensee's covenants or obligations under this Agreement; (d) any act, negligence or default or error or omission or breach of contract by or of Licensee, or any of its agents, servants, employees, contractors, invitees or licensees or of any person holding or claiming through or under Licensee; and (e) any accident, injury or damage whatsoever caused to any person, firm or corporation occurring as the result of any work or thing whatsoever done by Licensee (or person holding or claiming through or under Licensee) in or about the premises.

Further, Licensee agrees to indemnify and hold Licensors harmless against and from all costs, counsel fees, expenses and liabilities incurred in or about any such claim or any action or proceeding brought thereon, and in case any action or proceeding shall be brought against Licensors by reason of any such claim, Licensee, upon notice from Licensors, agrees to resist and defend such action at Licensee's sole cost and expense.

17. The foregoing indemnity shall include claims or losses or damages arising out of any negligent or wrongful act, error or omission, in connection with the use of the Amenities by the Licensee, and shall also include injury or death of any guest of the Licensee. Licensee's liability under this indemnification is not limited to the limits of insurance.

18. Licensee shall be responsible for the loss or damage to furniture and equipment provided to Licensee for Licensee's use of the Amenities, and shall comply with all rules, regulations and directives that may be posted from time to time relating thereto.

19. Default and Termination

- A. If Licensee fails to carry out any agreement or provision of this License, both Licensee and Tenant default under the License.
- B. If Licensee defaults under the License, , Licensors may serve Licensee and Tenant with a written notice to stop or correct the specified default within ten (10) days. Licensee and Tenant must then either stop or correct the default within ten (10) days, or, if Licensee and Tenant need more than ten (10) days, Licensee and Tenant must begin to correct the default within ten (10) days and continue to do all that is necessary to correct the default as soon as possible. If Licensee and Tenant do not stop or begin to correct a default within ten (10) days, Licensors may give Licensee and Tenant a second written notice that this License will end six (6) days after the date the second written notice is sent to Licensee and Tenant. At the end of this six (6) day period, this License will end and Licensors immediately shall turn off Licensee's Latch access. In addition to the foregoing, Licensors shall have the right to ask a Court give the Licensors such other relief as the Court can provide.
- C. If Licensee defaults under the License, Licensee and Tenant consent to any process that may be served either personally, by facsimile or by certified or registered mail, return receipt requested, to Tenant and Licensee at the Apartment, or in any manner provided by New York Law.
- D. The License shall immediately be revoked by Licensors at such time as the Licensee vacates the Apartment or the Apartment's Lease terminates or expires – without Licensors commencing any legal action or proceeding.
- E. Licensee shall not assign or sublet this License. In any such event, the License shall immediately be revoked by Licensors.
- F. Once this License has been ended, whether because of default or otherwise, Licensee gives up any right Licensee might otherwise have to reinstate or renew the License.

20. Notice

- A. Notice to Licensee may be given by Licensors, at *Licensors's election*, by ordinary mail, by certified mail, certificate of mail or by hand delivery to the Apartment.
- B. Notice to Licensors may be given by certified mail, return receipt requested, at Licensors's address set forth above or such other address as Licensors may designate in writing, by e-mail at _____, or via the Resident Portal.
- C. Any notice shall be deemed given on the date it is posted if mailing is used.

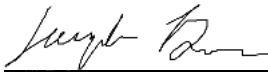
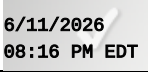
21. Surrender

Upon the expiration or earlier termination of this License, Licensee's Latch application profile shall be cancelled.

22. This License shall constitute a License only and shall not be construed under any circumstances to constitute (a) any right, title, estate or interest in the amenities (b) a landlord/tenant relationship between Licensors and Licensee, (c) a lease or a conveyance of personal or real property by Licensors to Licensee. This License grants to Licensee only a personal privilege revocable by Licensors on the terms set forth herein.

23. This License has been made under and shall be construed and interpreted under and in accordance with the laws of the State of New York without regard to principles of conflict of laws.

24. This License contains the entire agreement of the parties hereto and no representations, inducements, promises or agreements, oral or otherwise, between the parties not embodied herein shall be of any force and effect. The failure of either party to insist in any instance on strict performance of any covenant or condition hereof, or to exercise any option herein contained, shall not be construed as a waiver of such covenant, condition or option in any other instance. This License cannot be changed or terminated orally, and can be modified only in writing, executed by each party hereto.

<i>(Licensee's Signature)</i>	<i>Date</i>		
 Signed by John Duong Thu Jun 11 2026 07:37:15 PM EDT Key: EC57BC51; IP Address: 23.38.164.82			
John Duong <i>(Tenant's Signature)</i>	<i>Date</i>	Jacquelyn Duong <i>(Tenant's Signature)</i>	<i>Date</i>

TO CONFIRM OUR AGREEMENTS, OWNER AND YOU RESPECTIVELY SIGN THIS LEASE AS OF THE DAY AND YEAR FIRST WRITTEN ON PAGE 1

Sophia Kang <i>(Licensor's Signature)</i>	<i>Date</i>





BEDBUG ANNUAL FILING RECEIPT

Premises Address: **98-10 63rd Rd, New York**
Certificate Number: **BBR2600702119**
Date Filed with HPD: **5/13/2026**
Filed By: **Xiaorong Zhai**
Information Period: **November 2024 - October 2025**
Total Dwelling Unit Count: **260**
Infested Dwelling Unit Count: **0**
Eradicated Dwelling Unit Count: **0**
Re-infested Dwelling Unit Count: **0**

I certify that:

A copy of this form and the DOHMH Bedbug Information Notice will be given to each tenant within such multiple dwelling upon each lease renewal or the commencement of a new lease.



Initials:



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EMOTIONAL SUPPORT ANIMAL AND SERVICE ANIMAL POLICY RIDER

The Emotional Support Animal ("ESA") and Service Animal ("SA") Policy Rider states the obligations of Tenants whose request for ESA or SA as a reasonable accommodation is granted by the Owner. Tenants with ESA and/or SA are required to follow these rules. A separate policy will address pets.

Each Tenant who is permitted to have an ESA and/or SA will sign an acknowledgement that they are acquainted with the rules and will abide by them before bringing their ESA and/or SA into the building.

All Tenants who have an ESA and/or SA, no matter when the ESA and/or SA was granted, are required to abide by these rules and to sign the ESA and/or SA Policy.

The ESA and SA Policy rules are:

1. Written permission from the Owner is required before an ESA and/or SA may be brought into the Building.
2. All ESA's and/or SA's must be under the control of a Tenant or their agent at all times. In common areas dogs must be leashed and cats in a closed carrier designed for the purpose. Leashes shall not extend more than six (6) feet in length. In no event shall ESA's and/or SA's be permitted in the following common areas: **gym**.
3. No ESA's and/or SA's shall be permitted to urinate or defecate in any common area.
4. The Tenant must annually file with the Owner proof that any such approved ESA and/or SA is properly licensed by the City of New York, along with current inoculation certifications for rabies and distemper, and any other required vaccination, proof of regular examination by a veterinarian, and photos of each ESA and/or SA. These requirements apply to all animals.
5. Tenant does hereby agree and covenant to indemnify and hold harmless, Owner and its executors, administrators, agents, employees, successors and assigns from any and all claims, demands actions, causes of action, suits at law or equity, damages, costs, expenses and losses of any kind or nature whatsoever which may hereafter arise out of or from Tenant's ESA and/or SA.
6. Any damage to property or injury to persons caused by an ESA and/or SA while on the property of the Owner, shall be the sole responsibility of the Tenant. To the fullest extent permitted by law, such Tenant shall defend, indemnify and hold harmless the Owner against any claims for property damage or personal injury that is caused by such ESA and/or SA. In addition, such Tenant agrees to name Owner as additional insured under any general liability policy maintained by the Tenant for all claims, damages, injuries, costs and/or lawsuits asserted against Owner arising out of or stemming from the conduct of any such ESA and/or SA, and to provide insurance coverage to Owner on a primary, non-contributory basis. As well, Tenant agrees to provide to the Owner an insurance certificate, naming the Owner as an additional insured and providing proof of liability coverage evidencing Tenant's compliance with the terms of this paragraph.
7. ESA's and/or SA's are permitted in any elevator.
8. When being transported by anyone other than the disabled handler or an apartment co-occupant of the disabled handler, ESAs and service animals may not ride the elevator unless it is empty of other residents or guests.
9. When being transported by anyone other than the disabled handler, ESAs and SA's are not permitted in any common areas of the Building other than common passages leading directly from the entrance to the disabled handler's apartment.
10. Dog walkers of ESA's and SA's are limited to the service elevator under all circumstances. The Tenant engaging the dog walker is responsible for their adherence to this policy. The Tenant engaging the dog walker is responsible for any damage, injury or other liabilities created by any dog associated with the dog walker while on the **Chuang Heng Rego Park LLC** premises.
11. Prior non-compliance with the ESA and SA policy shall not be deemed to be a waiver of a Tenant's obligations under this policy. In no case does non-compliance with one ESA or SA give a right to non-compliance with any other ESA or SA.
12. All Tenants who are permitted an ESA or SA as a reasonable accommodation shall abide by the above-stated rules. Tenants will be charged back for any costs incurred by the **Chuang Heng Rego Park LLC** as a result of damage or the cleaning of property necessitated by a Tenant's ESA or SA. The cost will be determined by Management. In addition, Management reserves the right to fine Tenants a minimum amount of **\$50.00** for repeated violation of any of the above rules.



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13. Notwithstanding anything provided to the contrary, the Owner reserves all rights with respect to any disturbance or nuisance caused by an ESA or SA.

By my signature below I hereby consent and agree to each and every term contained in this Rider and I further consent and agree to be bound the terms, provisions and conditions stated herein.

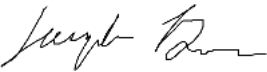


Signed by John Duong

Thu Jun 11 2026 07:37:43 PM EDT

Key: EC57BC51; IP Address: 23.47.58.153

John Duong (Tenant) Date



6/11/2026
08:17 PM EDT

Jacquelyn Duong (Tenant) Date

C O R E

RESIDENT REGISTRATION FORM

Unit #: 1204

Please fill out information of all residents, including children, who will live in the unit.

Resident Contact**Resident 1**

Name	John Duong
Cell Phone	(646) 320 - 7208
Email	Johnduonger@gmail.com
Amenity License	YES ☐ NO ☒

Resident 2

Name	Jacquelyn Duong
Cell Phone	(646) 553 - 0087
Email	J3lee.att@gmail.com
Amenity License	YES ☐ NO ☒

Bond or Personal Guarantor

Do you have have a bond ("TheGuarantors")	YES ☐ NO ☒
Do you have a Personal Guarantor?	YES ☐ NO ☒
If yes, please provide guarantor info.	
Name	
Cell Phone	
Email	

Emergency Contact

Name	Wilson Duong
Address	78-16 Main St., Flushing, NY 11367
Cell Phone	(646) 326 - 1690
Email	imagineboy04@gmail.com
Name	Wilson Duong
Address	78-16 Main St., Flushing, NY 11367
Cell Phone	(646) 326 - 1690
Email	imagineboy04@gmail.com

Please fill out the following sections only if applicable to you.

Vehicle Info**Car 1**

License Plate(s) #	LKF7078
State of Registration	NY
Year/Maker/Model/Color	2016/BMW/X3/White
SUV	YES ☐ NO ☒

Pet Info**Pet 1**

Name	Daisy
Type	dog



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Breed	Shiba Inu
Age	2
Weight	30
Color	Tan
Service animal?	YES ☒ NO ☐

C O R E

WELCOME LETTER

Dear Resident,

On behalf of the entire CORE team, we are delighted to welcome you to your new home. We're committed to making your living experience comfortable, safe, and enjoyable. To support a smooth transition into the building and a successful tenancy, we've prepared this Welcome Letter and enclosed House Rules & Community Policies. These documents outline your rights and responsibilities as a resident and are fully enforceable under the terms of your lease.

Please take the time to read this material carefully. If at any point you have questions, concerns, or need clarification, our Management Team is always here to assist you.



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Contact Information

For general inquiries or assistance with your move-in or tenancy, please contact the Management Team:

Kyle Hu

 646-688-8137

 khu@jcpus.com

Kay Wu

 646-658-8006

 kwu@jcpus.com

For after-hours maintenance emergencies, please contact:

Emergency Maintenance Line (24/7):

 347-396-5011

Please save these contacts for your records. Additional information may also be posted in the lobby or available through the Resident portal.

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Move-In Guidelines

All move-ins must be scheduled in advance with the Management Office. Elevator reservations may be required to avoid overlapping use. If you are using a moving company, a Certificate of Insurance (COI) is required. For personal moves, a waiver of liability may be requested. Move-in appointments are permitted only during designated weekday hours. Refer to the House Rules for full instructions.

Management Office Hours

The management office is open Monday through Friday, from 9:00 AM to 5:00 PM (excluding holidays). Please contact the front desk or property management team if you need assistance outside these hours.

Key Pick-Up & Latch Access

Please email us in advance to schedule a key pick-up time. Once confirmed, we will send you the Latch invitation link on your move-in day, along with instructions for registering and using the required apps for building access and services.

Renter's Insurance

We require all residents maintain an active renter's insurance policy. This policy should cover personal property damage and include general liability coverage. Proof of insurance may be requested by Management during the lease term.

Pets

CORE welcomes pets under the following conditions: A maximum of two (2) pets per apartment is allowed, and the combined weight of all pets may not exceed 60 pounds. Pet registration is required, including documentation of up-to-date vaccinations. Failure to comply with pet regulations may result in fines or revocation of pet privileges.

Deliveries & Packages

All package deliveries are handled by staff and stored in the designated package room. Residents are not permitted for access to the package room at any time. Packages must be picked up at the front desk during designated hours. For security purposes, Management is responsible for any lost or stolen items.

Large items such as furniture or appliances must be scheduled in advance with the Management Office. An elevator reservation may be required. Residents must notify Management at least 48 hours prior to any oversized delivery.

All food deliveries and service vendors (e.g., laundry, cleaning) must be received at the lobby. Residents are responsible for coordinating and picking up their deliveries. Delivery personnel are not permitted beyond the lobby, and staff will not escort them to residential units. This policy ensures building security and smooth operations.

RENT PAYMENT

Rent is due on the 1st day of each month and must be paid through the building's designated payment platform. You will receive separate instructions on how to register and access the online portal. Payments may also be made by check, payable to the building's ownership entity and submitted to the Management Office or designated drop box.

Residents are encouraged to enroll in automatic recurring payments to avoid missed deadlines or late fees. Late rent payments may be subject to a late fee as outlined in your lease agreement. Returned or rejected payments due to insufficient funds or processing errors may result in additional bank or administrative fees.

If you have any questions or encounter any issues with rent payment, please contact the Management Office promptly. Open communication is essential for resolving payment-related matters in a timely and professional manner.



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Amenity Access & Use

CORE offers a range of amenities designed to enhance resident comfort and convenience, including a fitness center, rooftop lounge, BBQ area, and resident social lounge. Amenity hours and usage policies are outlined in the House Rules and may vary by season or operational needs.

Some amenities require advance reservations, which can be made through the Resident portal. Usage fees may apply for certain facilities such as the lounge or BBQ grills, and a refundable security deposit may be required. Residents are expected to leave all amenity areas clean and in good condition. Additional cleaning fees may be charged for improper use or lack of cleanup.

Guests are permitted in amenity spaces but must be accompanied by the resident at all times. The total number of guests may be limited depending on the amenity type and current capacity restrictions. Unsupervised guest access is strictly prohibited.

Please refer to the House Rules for amenity-specific guidelines. For further questions or to report issues with any shared space, contact the Management Office.

Maintenance & Service Requests

To ensure timely support and upkeep of your unit and common areas, all maintenance and repair requests should be submitted through the Resident portal. This platform allows residents to log non-emergency issues such as appliance concerns, fixture problems, or general repairs.

For urgent matters such as water leaks, power outages, or HVAC malfunctions, please contact the Management Office immediately during business hours. After hours, residents should call the emergency maintenance number listed in the contact directory provided in this welcome packet.

Please do not approach maintenance personnel directly in the building for service unless explicitly directed by Management. This helps ensure requests are properly tracked and handled in accordance with building procedures.

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We're thrilled to welcome you to CORE and hope that your new home brings you comfort, convenience, and a sense of belonging. From day one, our team is here to support you with anything you may need—whether it's help navigating the building, submitting a request, or making the most of your new space.

As you get settled, we encourage you to explore the amenities, connect with our team, and let us know how we can make your transition even smoother. We are always happy to assist.

Thank you for becoming part of the CORE community. We look forward to getting to know you, and we're truly glad you're here.

Sincerely,

CORE Management Team



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Fee Guide

Welcome to CORE! We're excited to have you here. To make things simple and clear, we've put together a list of potential fees you might encounter as a current or future resident. This way, you can easily see what your initial and monthly costs might be. To help budget your monthly fixed costs, add your base rent to the Application and Move-in Fees, Essential Fees and any Personalized Add-Ons you will be selecting. Our goal is to help you plan your budget with ease, enhancing your rental home experience. If you have any questions about your fees, please reach out to Leasing Agents. We are here to help.

APPLICATION AND MOVE-IN FEES			
Application Fee	Required	\$20	One time fee /leaseholder
Security Deposit (Refundable)	Required	1 month rent	One time fee /unit

ESSENTIAL FEES			
*Utility - Electric	Required	Based on Usage	/month /unit
Utility - New Account Fee	Required	\$6.95 / \$15.95 per tenant (\$6.95 per tenant if created within the normal billing cycle \$15.95 per tenant if created outside the normal billing cycle")	One time fee /unit
Utility - Final Bill Fee	Required	\$6.95 / \$15.95 per tenant (\$6.95 per tenant if created within the normal billing cycle \$15.95 per tenant if created outside the normal billing cycle")	One time fee /unit

*Until a PSC letter is in place, residents will pay fixed amount. (Studio - \$97 /month, 1BR - \$147 /month, 2BR - \$195 /month)

PERSONALIZED ADD-ONS			
Amenity	Optional	\$70	/month /person
Parking	Optional	Standard \$300 SUV \$375	/month /vehicle
Bicycle Storage	Optional	\$15	/month /bike
Pet fee	Optional	\$42	/month /pet
Lounge - Rental Fee	Optional	\$200	/hr (2 hr min; 6 hr max)
Lounge - Deposit (Refundable)	Required if renting	\$500	One time fee /renting
BBQ -Rental Fee	Optional	\$100	/per grill for 3 hrs
BBQ - Deposit (Refundable)	Required if renting	\$500	One time fee /renting
BBQ - Cleaning Fee	Required if renting	\$100	One time fee /renting
Meeting Room -Rental Fee	Optional	\$15	/hour
Large format laundry	Optional	Small wash (30lbs)- \$3 Big wash (45lbs) - \$6 Dryer - 60 cent/10 min	/use or time

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SITUATIONAL FEES			
*Late Fee	Only at occurrence	\$50	/occurrence
ClickPay Payments Chargeback Fee	Only at occurrence	\$50	/occurrence
ClickPay Payments NSF and Return Fees	Only at occurrence	\$25	/occurrence
Access Device - Replacement	Only at occurrence	Main entrance fob - \$50 Unit entrance fob - \$25 Mailbox - \$25 Parking sticker - \$50	/replacement
Parking Permit - Replacement	Only at occurrence	\$25	/occurrence
Renters Liability Only - Non-Compliance	Only at occurrence	\$25	/occurrence
Concession Repayment	Only at occurrence	100%	/occurrence
Cleaning Penalty (if amenity is not cleaned or damaged after use)	Only at occurrence	\$250	/hour /occurrence
Adding occupant after leasing signing	Only at occurrence	\$150	/added occupant
Disposal of large items	Only at occurrence	\$40	/occurrence
Lock-out (After hour - Before 9AM and after 5PM)	Only at occurrence	\$350	/occurrence

*Late Fee- If not paid within 5 days: the fee is the Lesser of (i) \$50, or (ii) 5% of the unpaid amount, and accrued interests. See the lease for details.

Standard Security Deposit subject to change based on screening results. Resident may be responsible for maintaining insurance pursuant to the Lease. Some fees may not apply to apartment homes subject to an affordable program. Resident is responsible for damages that exceed ordinary wear and tear. Some items may be taxed under applicable law. This form does not modify the Lease.



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HOUSE RULES AND COMMUNITY POLICIES

Welcome to CORE. These House Rules and Community Policies are designed to support a safe, respectful, and well-maintained living environment for all residents, visitors, and service providers. By residing at CORE, you agree to comply with these rules, which form part of your Lease Agreement and are legally enforceable.

These policies apply to all areas of the property, including residential units, common areas, amenities, and parking facilities. Management reserves the right to update these rules as needed. Any updates will be communicated to residents in writing.

If you have any questions regarding these rules or their application, please contact the Management Office via the Resident Portal or by email at info@corerego.com

C O R E

SECTION 1 – BUILDING ACCESS AND SECURITY

To protect the safety and security of all residents, CORE has implemented controlled access systems throughout the property. These policies apply to residents, authorized guests, vendors, and service providers.

1.1 Resident Access

Residents will receive access credentials upon move-in, which may include fobs, Latch app access, or physical keys. Access credentials are unique to each resident and may not be shared, duplicated, or transferred to others without written approval from Management. If a fob, key, or digital access credential is lost or stolen, residents must notify the Management Office immediately so access can be deactivated and a replacement issued. Replacement fees may apply.

Residents are responsible for ensuring that all guests, family members, and service providers follow building access protocols. Allowing unauthorized persons to enter secured areas or bypassing access systems is strictly prohibited.

1.2 Visitor Management

All visitors must be announced and authorized by the resident they are visiting. Residents are expected to coordinate visitor access via the intercom system or other approved methods provided by Management.

Visitors must be accompanied by the resident at all times in secured areas, including amenity spaces. Unaccompanied or unauthorized guests found in common areas may be asked to leave the premises.

1.3 Vendor and Delivery Access

Vendors (e.g., cleaners, pet sitters, movers) and delivery personnel must be authorized by the resident in advance and must follow building access procedures. Residents should coordinate large deliveries with Management to reserve elevator use when required.

Residents are responsible for ensuring their vendors comply with all building rules and security protocols. Management reserves the right to deny access to vendors or delivery services that violate building policies.

1.4 Parking Access Control

Access to any designated parking areas is strictly limited to residents who have an active parking license agreement with Management. Residents must use their assigned access credentials to enter and exit parking facilities. Allowing others to use your parking access without approval is strictly prohibited.

Management reserves the right to monitor parking access and enforce parking policies in accordance with the parking license agreement.

1.5 Lockout Policy

Residents who are locked out of their apartment may request assistance from the Management Office or designated staff.

- **During Office Hours (9:00 AM – 5:00 PM):**
 - Lockout assistance is **provided at no charge**.
- **After Hours (Before 9:00 AM or After 5:00 PM):**
 - Lockout assistance incurs a **\$350 fee**.

Residents may be required to verify their identity before being granted access.



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SECTION 2 – MOVE-IN / MOVE-OUT PROCEDURES

All move-ins and move-outs must be scheduled with the Management Office in advance to ensure proper coordination and minimize disruption to other residents and building operations.

2.1 Scheduling and Coordination

Residents must contact the Management Office via the Resident Portal or by email at info@corerego.com at least **five (5) business days** in advance to schedule move-in or move-out appointments. Elevator reservations may be required depending on the scope of the move.

Moving is permitted Monday through Sunday, between 9:00 AM and 5:00 PM, excluding building holidays. (New Year's Day, Martin Luther King Jr. Day, Presidents' Day (Washington's Birthday), Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day, and Lunar New Year's Day).

2.2 Certificate of Insurance (COI)

All professional moving companies are required to provide a valid Certificate of Insurance (COI) listing the building's ownership and management as additional insured parties. Residents must submit this COI to Management **at least 48 hours** prior to the scheduled move.

2.3 Resident Responsibility for Damage

Residents are responsible for any damage to common areas, elevators, hallways, or building systems caused by their move or their moving service providers. Any damage will be assessed and charged to the resident's account.

2.4 Self-Moves

Residents performing a self-move (without a professional moving company) may be required to sign a waiver of liability and follow the same scheduling requirements as noted above.

SECTION 3 – DELIVERIES & LARGE ITEM HANDLING

CORE provides package management services to help residents receive daily deliveries conveniently and securely. Large deliveries, furniture, and oversized items require special coordination with the Management Office.

3.1 Daily Package Deliveries

Small package deliveries from common carriers such as USPS, UPS, FedEx, and Amazon will be processed through the building's package room or managed by the front desk. Management is responsible for lost, stolen, packages once they have been logged and stored in the package room until they are handed over to the resident.

3.2 Food & Service Deliveries

Food delivery personnel must be met by the resident in the lobby only. Building staff are not permitted to escort food delivery personnel to apartment doors or accept food deliveries on behalf of residents.

Service providers such as cleaners, pet sitters, or contractors must be pre-authorized by the resident and follow the building's access control procedures. Residents remain responsible for the conduct of their service providers while on the premises.

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3.3 Large Item & Furniture Deliveries

All large item deliveries (e.g., furniture, appliances) must be scheduled with the Management Office **at least 48 hours in advance**. Elevator reservations may be required. A Certificate of Insurance (COI) may be required for the delivery company.

Residents are responsible for any damage caused during the delivery process. Uncoordinated or unauthorized deliveries may be denied access by building staff.

3.4 Disposal of Large Items

Disposal of oversized items, including furniture or appliances, requires prior coordination with Management. If assistance from building staff is requested, a **disposal fee of \$40 per item** will apply.

Alternatively, residents may schedule their own disposal in accordance with NYC Department of Sanitation guidelines. Please note that **mattresses and box springs must be sealed in a plastic bag** before being placed out for collection, as required by city regulations.

SECTION 4 – AMENITY USE AND COMMUNITY SPACES

CORE provides a variety of amenities for resident use. To ensure a safe, respectful, and enjoyable experience for all, residents must comply with the following policies when using any community spaces or building amenities.

4.1 General Use Guidelines

Residents and their guests are expected to conduct themselves responsibly when using any amenity spaces. All amenities are for the exclusive use of residents and their accompanied guests. Unaccompanied guests or third-party groups are not permitted.

Children under the age of **15** must be supervised by an adult resident at all times while using amenities.

Management reserves the right to restrict access to amenities for scheduled maintenance, cleaning, repairs, private events, or other operational needs. Notice will be provided whenever possible.

Residents are responsible for leaving all amenity spaces clean and in good condition after use. Any damage or excessive cleaning required will result in additional charges to the resident's account.

4.2 Laundry Room Use (Cellar Level)

CORE provides a large-capacity on-site laundry room located on the Cellar Level, available to all residents.

- **Hours of Operation:**
Monday through Sunday, **7:00 AM – 10:00 PM**
- **Access:**
Open to all residents with valid building access credentials.
- **Fees:**
No annual fee is required to use the laundry room.
However, **per-use fees apply** based on machine usage. Residents are responsible for paying directly at the laundry payment system. Please refer to the posted fee schedule for current rates.



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- **Resident Responsibility:**

- Residents must remove laundry promptly after each cycle to keep machines available for others.
- Personal laundry supplies must be removed after use.
- Management is not responsible for items left unattended or any damage caused by improper machine use.
- The laundry room must be kept clean and free of trash at all times.

Failure to follow laundry room policies may result in restricted access or additional charges for damages or cleaning.

4.3 Valet Parking (Cellar & 1st Floor Parking Area)

The amenities described in Sections 4.3 through 4.12, as well as those referenced in Sections 5 and 6, are all covered by separate agreements.

CORE offers controlled parking facilities located on the **1st Floor**, available to residents with an active parking license agreement.

- **Hours of Operation:**

24 hours, 7 days a week

- **Access:**

Only residents with a valid parking agreement are permitted to access and use the parking facility. Access is controlled via assigned fobs or digital credentials.

- **Fees:**

Parking fees apply according to your signed **Parking License Agreement**. All payments must be made as specified in that agreement.

- **Resident Responsibility:**

- Only registered vehicles may park.
- Residents are not permitted to transfer, sublet, or share their parking access with others without written approval from Management.
- Unauthorized vehicles may be subject to towing at the owner's expense.

- **Guest Parking:**

Guest parking is not provided unless otherwise specified in writing by Management.

Management reserves the right to enforce all parking rules, monitor usage, and update parking policies as needed.

4.4 Bicycle Storage (1st Floor Bicycle Room)

CORE provides a secured **bicycle storage area located on the 1st Floor**, available to residents who register their bicycles with Management.

- **Hours of Operation**

24/7 Access

- **Access & Registration**

- Only registered residents may use the bicycle storage area.
- Bicycles must be labeled and registered with the Management Office.

- **Usage Fees**

- \$15 per bicycle per month.

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- **Resident Responsibility**

- Residents must secure bicycles with personal locks.
- CORE is not responsible for lost, stolen, or damaged bicycles.
- Unregistered or abandoned bicycles may be removed by Management with advance notice.

Improper use or non-payment may result in removal of the bicycle or suspension of storage privileges.

4.5 Garden Use (2nd Floor Garden Area)

CORE offers a **landscaped garden area on the 2nd Floor**, providing a relaxing outdoor space for residents to enjoy.

- **Hours of Operation:**

Monday through Sunday, **7:00 AM – 10:00 PM**

- **Access:**

Open to all residents with valid building access credentials.
Guests must be accompanied by a resident at all times.

- **Fees:**

No annual fee or usage fee applies.

- **Resident Responsibility:**

- Residents must keep the garden clean and dispose of any waste properly.
- No smoking, grilling, or open flames are permitted in the garden area.
- Furniture must not be moved or rearranged without Management approval.
- Pets are not permitted in the garden.

Management reserves the right to close the garden temporarily for maintenance or special events. Misuse of the garden may result in restricted access.

4.6 Working Space (Mezzanine Level)

CORE offers a **dedicated working space on the Mezzanine Level**, designed to provide residents with a quiet and comfortable environment for remote work, study, or reading.

- **Hours of Operation:**

Monday through Sunday, **7:00 AM – 10:00 PM**

- **Access:**

Open to all residents with valid building access credentials.
Guests must be accompanied by a resident at all times.

- **Fees:**

No annual fee or usage fee applies.

- **Resident Responsibility:**

- Residents must keep the space clean and free of personal belongings after use.
- Noise must be kept to a minimum to maintain a productive environment for all users.
- Phone calls and virtual meetings should be taken with headphones or in designated quiet areas if available.
- Food and beverages must be disposed of properly, and no strong-smelling items should be consumed in the space.

Misuse of the working space, including disruptive behavior or leaving the area in poor condition, may result in restricted access.



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4.7 Lounge and Meeting Room Rental (22nd Floor Lounge / 2nd Floor Meeting Room)

CORE offers a **resident lounge and meeting room** on the 1st Floor, available for private gatherings, meetings, or small events by reservation.

- Hours of Operation:**

Monday through Sunday, 7:00 AM – 10:00 PM	Meeting Room
Monday through Sunday, 8:00 AM – 10:00 PM	Lounge

- Reservation Requirements**

- All reservations must be made **in advance** through Resident Portal or by contacting the Management Office.
- Management approval is required prior to use.

Fee Schedule

Use Type	Fee
Meeting Room	\$15 per hour
Lounge Rental	\$200 per hour (2-hour minimum, 6-hour maximum)
Lounge Deposit	\$500 refundable

- Resident Responsibility**

- The reserving resident is responsible for the conduct of all attendees.
- The space must be left clean and undamaged after use.
- Additional charges may apply for cleaning or damages beyond normal wear.

- Guest Policy**

- Guests must be accompanied by the resident at all times.
- Management may impose guest limits based on space capacity.

Unscheduled gatherings or unauthorized use of the lounge or meeting room are strictly prohibited.

4.8 Rooftop BBQ Area & Grills

CORE provides **BBQ grills on the rooftop terrace**, available to residents for private use by reservation only.

- Hours of Operation**

Monday through Sunday, 10:00 AM – 10:00 PM

- Resident Responsibility**

- Residents must **reserve** through Resident Portal or the Management Office.
- Reservation is subject to availability.

Fee Schedule

Fee Type	Amount
BBQ Rental Fee	\$100/per grill for 3 hours
BBQ Cleaning Fee (Grill)	\$100 non-refundable
BBQ Deposit	\$500 refundable

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- **Resident Responsibility**

- Residents must supervise the grill at all times during use.
- All personal items and trash must be cleaned up after use.
- Residents are liable for any damages or cleaning beyond the standard fee.

- **Guest Policy**

- Guests must be accompanied by the resident at all times.
- Management may limit the number of guests based on capacity or operational needs.

Use of personal grills or cooking equipment other than the building-provided BBQ grills is strictly prohibited.

4.9 Fitness Center & Yoga Studio (2nd Floor Amenity Floor)

CORE provides a **Fitness Center and Yoga Studio** on the 2nd Floor, available to residents who have enrolled in the Amenity Program. These spaces are intended for individual wellness, light exercise, and stretching in a respectful, shared environment.

- **Hours of Operation:**

Monday through Sunday, **6:00 AM – 11:00 PM**

- **Access:**

- Available **only to Amenity Fee Paying Residents**.
- **Guests are not permitted** at any time.
- Residents **under the age of 18** may only enter when accompanied by a legal guardian **with prior written approval from Management**.

- **Usage Guidelines**

- Proper **fitness attire**, including **closed-toe athletic shoes**, must be worn at all times.
- All equipment must be **wiped down after use** and **returned to its original location**.
- **Personal belongings** must not be left unattended.
- **Lockers are not provided**. Residents are advised to keep valuables secured.

- **Health & Safety Notice**

- Use of these facilities is entirely at the residents' own risk.
- Residents are encouraged to **consult a physician** before beginning any physical activity.
- Residents are strongly encouraged to maintain **renter's insurance with personal liability coverage**.

- **Restrictions**

- **Private trainers, instructors, or group classes are not permitted** unless **specifically authorized in writing by Management**.
- Repeated misuse of equipment, unsafe behavior, or failure to follow posted rules **may result in suspension of access privileges**.



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4.10 Playroom (2nd Floor Children's Playroom)

CORE provides a **Children's Playroom** on the 2nd Floor, designed as a recreational space for young residents to enjoy indoor activities in a safe, supervised environment.

- **Hours of Operation**
Monday through Sunday, **8:00 AM – 8:00 PM**
- **Access**
 - Available **only to Amenity Fee Paying Residents and Authorized Guests (Nanny, Babysitter, etc.) that have been registered/approved in advance.**
 - **Children under the age of 12 must be supervised** by a parent or legal guardian at all times.
 - **Guests are not permitted** unless otherwise approved by Management.
- **Usage Guidelines**
 - Food and beverages are **not allowed** inside the Playroom.
 - Residents must ensure that **toys and play equipment are returned to their original locations** after use.
 - **No roughhousing, throwing objects, or unsafe behavior** is permitted.
 - The Playroom must be **left clean** after use.
- **Resident Responsibility**
 - Residents are responsible for the behavior and safety of their children and any guests while using the Playroom.
 - Management is **not responsible for accidents, injuries, or lost items.**

Failure to supervise children or leaving the Playroom in poor condition may result in restricted access or additional fees.

4.11 Library (22nd Floor)

CORE offers a **Library space on the 22nd Floor**, providing residents with a quiet environment for reading, studying, or working.

- **Hours of Operation**
Monday through Sunday, **8:00 AM – 10:00 PM**
- **Access**
 - Available **only to Amenity Fee Paying Residents.**
 - Guests must be **accompanied by the resident** at all times.
- **Usage Guidelines**
 - The library is intended for **quiet use only.**
 - **Loud conversations, phone calls, or disruptive behavior are not permitted.**
 - Residents must **clean up after themselves** and return any borrowed materials or shared items to their original place.
 - **Food and beverages** are allowed only if consumed neatly and all waste is properly disposed of.
- **Resident Responsibility**
 - Residents are responsible for their guests and for leaving the space in clean condition.

Misuse or disruptive behavior may result in restricted access.

C O R E

4.12 Roof Deck (22nd Floor Outdoor Space)

CORE offers a **Rooftop Deck on the 22nd Floor**, providing an outdoor space for residents to relax and enjoy the skyline views.

- **Hours of Operation**
Monday through Sunday, 8:00 AM – 10:00 PM
- **Access**
 - Available **only to Amenity Fee Paying Residents**.
 - Guests must be **accompanied by the resident** at all times.
- **Amenity Fee**
 - **\$70 per person per month**
- **Usage Guidelines**
 - **No smoking, vaping, or open flames** are permitted.
 - **Furniture must remain in place** and may not be rearranged.
 - **No grilling, cooking, or use of personal appliances** is allowed unless part of a pre-approved BBQ reservation.
 - Residents must **dispose of all trash properly** and leave the space clean.
- **Resident Responsibility**
 - Residents are responsible for their guests' behavior and for maintaining cleanliness.

Misuse, damage, or failure to follow rooftop policies may result in restricted access or additional charges.

SECTION 5 – PARKING ACCESS & REGULATIONS

Sections 5 are all covered by separate agreements.

CORE offers **parking spaces** for residents with an active parking license agreement. Parking spaces are limited and require separate registration and monthly fees.

5.1 Parking Access and Registration

- Parking is available **by reservation only** and is subject to space availability.
- Residents must sign a **Parking License Agreement** with Management before using any parking space.

5.2 Parking Fees

Parking Type	Monthly Fee
Resident Parking	\$300 (Standard) /\$375 (SUV) per vehicle per month

5.3 Access Devices and Replacement Costs

Item	Standard Issuance	Replacement or Additional Fee
Parking Sticker	1 per vehicle	\$50 per replacement
Parking Permit	1 per vehicle	\$25 per replacement



Initials:



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5.4 Usage Rules and Resident Responsibility

- **No Sharing:** Parking access and permits may not be transferred, shared, or sublet without written approval from Management.
- **Guest Parking:** No guest parking is provided unless otherwise specified in writing by Management.
- **Towing Notice:** Vehicles parked without authorization or in violation of building rules may be towed at the owner's expense.

Management reserves the right to enforce parking policies and monitor usage.

SECTION 6 – PETS POLICY

Sections 6 are all covered by separate agreements.

CORE welcomes residents with pets, subject to the following restrictions and responsibilities.

6.1 Pet Limits and Registration

- A maximum of **two (2) pets** is allowed per apartment.
- The **combined weight of all pets must not exceed 60 pounds.**
- All pets must be **registered with the Management Office** prior to move-in or immediately upon adoption.
- Residents must provide **updated vaccination records** for all registered pets.

6.2 Annual Pet Fee

Fee Type	Amount
Pet Fee	\$42 per pet per month or \$500 per year

6.3 Behavior and Supervision

- Pets must be **always leashed and under control** in common areas, including lobbies, hallways, elevators, and outdoor grounds.
- **Aggressive or disruptive behavior** may result in removal of the pet from the property.
- **Pet waste must be immediately cleaned and properly disposed of** by the owner.

6.4 Amenity Restrictions

Pets are not permitted in any of the following areas at any time:

- Fitness Center & Yoga Studio
- Children's Playroom
- Library
- Lounge / Meeting Room
- Roof Deck & BBQ Area
- Garden
- Bicycle Storage Room
- Laundry Room
- Any other indoor or outdoor amenity spaces

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6.5 Resident Responsibility

- Residents are fully responsible for any damage or disturbances caused by their pets.
- Management reserves the right to revoke pet privileges for violations of these policies.

Failure to comply with the pet policy may result in fines, loss of pet privileges, or lease enforcement actions.

SECTION 7 – INSURANCE REQUIREMENTS

Residents are responsible for maintaining appropriate insurance coverage to protect their personal property and liabilities.

7.1 Residential Unit Insurance

- Required** to maintain **renter's insurance**, including a minimum of **general liability coverage** (General liability and Umbrella totaling the minimum of \$300K).
- Proof of active insurance coverage must be submitted **prior to move-in** and **upon each renewal**.

7.2 Bicycle Insurance

- Required** for residents who use the Bicycle Storage Room.

7.3 Disclaimer of Liability

- CORE and its Management are **not responsible for loss, theft, or damage** to personal belongings, vehicles, or bicycles.
- Residents use all building facilities and amenities **at their own risk**.

Failure to maintain required insurance coverage may result in lease enforcement actions.

SECTION 8 – RENT PAYMENT & FEES

Residents are required to pay rent and applicable fees on time according to the terms of their Lease Agreement.

8.1 Monthly Rent Due Date

- Rent is due on the 1st day of each month.**
- If the lease start date falls after the 1st, prorated rent for the initial month is due at lease signing.

8.2 Payment Methods

- Rent may be paid through the building's **online resident portal**, by **physical check**, or through other **approved payment methods** as specified by Management.
- Residents are encouraged to **enroll in autopay** to avoid late fees.

8.3 Late Payment Policy

- A **late fee** applies if rent is **not received by the 5th calendar day of the month**.
 - Fee Amount:** The lesser of **\$50 or 5% of the unpaid balance**.
- Interest Charges:** Unpaid balances **30 days past due** will accrue interest at **1.5% per month**.



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8.4 Move-In Payment Requirements

Requirement	Amount
Security Deposit	One month's rent
First Month's Rent	One month's rent plus any prorated rent if lease start date is mid-month
Move-In Deposit	\$1,000 refundable

8.5 Optional Amenity, Parking, and Bicycle Fees

Amenity	Monthly Fee
Amenity Access	\$70 per person per month (Optional)
Bicycle Storage	\$15 per bicycle per month (Optional)
Parking	\$300 (Standard)/\$375 (SUV) per vehicle per month (Optional)

8.6 Other Fees

Fee Type	Amount
Pet Fee	\$42 per pet per month or \$500 per year
Adding Occupant After Lease Signing (Market Only)	\$150 per additional occupant
Lounge Rental	\$200 per hour (2-hour minimum, 6-hour maximum)
Lounge Deposit	\$500 refundable
Meeting Room Rental	\$15 per hour
BBQ Rental Fee	\$100/per grill for 3 hours
BBQ Cleaning Fee	\$100 non-refundable
BBQ Deposit	\$500 refundable
Lock-Out (After Hours)	\$350
Replacement Building Fob	\$50
Replacement Unit or Mailbox Key	\$25
Replacement Parking Sticker	\$50
Replacement Parking Permit	\$25

Failure to comply with payment terms may result in late fees, loss of amenity privileges, or lease enforcement.

SECTION 9 – MAINTENANCE & SERVICE REQUESTS

CORE is committed to maintaining a safe and comfortable living environment. Residents must follow the procedures below for all maintenance and repair matters.

9.1 Routine Maintenance Requests

- All **non-emergency maintenance requests** should be submitted through **Resident Portal** or by contacting the **Management Office** during business hours.

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- Examples include:
 - Appliance issues
 - Plumbing concerns (non-emergency)
 - Lighting replacement
 - HVAC performance questions

9.2 Emergency Maintenance Requests

- **Emergencies** include:
 - Major leaks or flooding
 - No heat or hot water
 - Electrical hazards
 - Gas smells or potential fire risks
- For emergencies during business hours, contact the **Management Office at +1(646)658- 8006**.
- For after-hours emergencies, call the **emergency maintenance line at +1(347) 396- 5011**.

9.3 Resident Responsibility

- Residents must allow reasonable access for maintenance personnel to enter the unit to address reported issues.
- Residents are responsible for reporting maintenance concerns **promptly** to prevent further damage or safety hazards.

9.4 Service Entry Policy

- Management will provide **reasonable advance notice** before entering a unit, except in emergencies where immediate access is necessary for health, safety, or property protection.

Failure to report maintenance issues or deny reasonable access may result in additional charges or lease enforcement actions.

SECTION 10 – NOISE, CONDUCT & SAFETY

CORE strives to maintain a peaceful and respectful community environment. All residents, occupants, and guests must conduct themselves in a manner that does not disturb or endanger others.

10.1 Quiet Hours

- **Quiet hours** are enforced **daily from 10:00 PM to 8:00 AM**.
- During these hours, residents must:
 - Keep noise levels to a minimum.
 - Avoid loud music, shouting, or other disruptive activities.
 - Ensure that guests comply with the same standards.



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10.2 Conduct Expectations

- Residents must refrain from:
 - Harassing, threatening, or endangering other residents, staff, or guests.
 - Engaging in illegal activities on the premises.
 - Damaging building property or the property of others.
-

10.3 Safety Requirements

- Fire safety equipment, building systems, and exit pathways must **never be obstructed, tampered with, or misused**.
 - Residents must comply with **all building safety policies**, including fire evacuation procedures.
 - Throwing objects from windows, balconies, or rooftops is **strictly prohibited**.
-

10.4 Violation Consequences

- Violations may result in:
 - Written warnings
 - Fines
 - Suspension of amenity access
 - Lease enforcement or termination

Management reserves the right to take appropriate action to address any behavior that jeopardizes the safety, comfort, or well-being of the community.

SECTION 11 – ALTERATIONS & CONSTRUCTION

CORE is a rental community, and all units must be maintained in their original condition unless otherwise authorized. Residents **are not permitted to make alterations** without **prior written approval from Management**.

11.1 Prohibited Alterations Without Approval

Residents may **not** do any of the following without express written consent from Management:

- Install or remove appliances, fixtures, or equipment.
 - Paint, wallpaper, or alter walls, ceilings, or floors.
 - Install hard flooring or carpeting.
 - Change locks or install additional security devices.
 - Install ceiling fans, light fixtures, or other electrical components.
-

11.2 Authorized Work Requirements

If Management approves any alterations:

- Work must be performed by **licensed and insured professionals**.
 - A **Certificate of Insurance (COI)** must be submitted before work begins.
 - All work must comply with **building policies** and **city regulations**.
 - Work hours must be **limited to Monday through Friday, 9:00 AM – 5:00 PM**, excluding weekends & holidays.
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11.3 Resident Responsibility

Residents are responsible for:

- Restoring the unit to its **original condition** at move-out.
- Repairing any **damage caused by unauthorized alterations**.
- Covering all costs associated with **unauthorized or non-compliant work**.

Unapproved alterations may result in lease enforcement, fines, or loss of security deposit.

SECTION 12 – LEASE VIOLATIONS & ENFORCEMENT

CORE expects all residents, occupants, and guests to comply with these House Rules, Community Policies, and the terms of the Lease Agreement. Violations may result in corrective actions.

12.1 Violation Process

Management follows a progressive enforcement approach for most violations:

1. First Violation

- **Written Warning** issued to the resident.

2. Second Violation

- **\$100 fine** or other penalty as determined by Management.

3. Third Violation

- Additional fines, **loss of amenity privileges**, or
- **Lease enforcement action**, which may include **non-renewal or termination**.

12.2 Immediate Lease Enforcement

In cases involving **serious safety, legal, or community impact violations**, Management reserves the right to proceed with **immediate lease enforcement or termination** without prior warnings.

Examples include, but are not limited to:

- Illegal activities
- Threats or violence
- Severe property damage
- Tampering with life safety systems

12.3 Legal and Financial Responsibility

Residents are **financially responsible** for:

- Any **fines, fees, or damages** resulting from violations.
- All **legal costs** associated with lease enforcement, if applicable.

12.4 Appeal Process

Residents may submit a **written appeal** to Management within **five (5) business days** of receiving a violation notice. Management will review the appeal and provide a final determination.



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RESIDENT ACKNOWLEDGEMENT FORM

I, the undersigned resident of CORE, confirm that I have received, read, and understood the House Rules and Regulations provided by the Management Office.

I acknowledge that it is my responsibility to comply with the policies and guidelines set forth in this document, and I agree to conduct myself in a manner consistent with the expectations outlined. I further understand that failure to abide by these rules may result in fines, suspension of privileges, or other lease enforcement actions, as determined by Management.

I understand that these House Rules may be updated from time to time and that I will be notified of any changes. It is my responsibility to review and adhere to the most current version of the rules.

I also acknowledge that I am responsible for ensuring that any members of my household, guests, and invitees comply with the same rules while on the premises of CORE.



Signed by John Duong

Thu Jun 11 2026 07:42:02 PM EDT

Key: EC57BC51; IP Address: 23.38.164.82

John Duong (Tenant)

Date



6/11/2026

08:20 PM EDT

Jacquelyn Duong (Tenant)

Date

Apartment Number: 1204

Re: PSC Submetering Order re: Notice of Intent to Submeter Electricity at 98-10 63rd Rd, Rego Park NY 11374.

Dear Resident,

This office represents **Chuang Heng Rego Park LLC**, the owner ("Owner") of 9810 63RD RD, Rego Park, New York ("Building").

We are pleased to inform you that the New York Public Service Commission approved the Owner's application to submeter electricity at the Building.

Per 16 NYCRR 96.3(c)(3), the letter shall serve as notice to you that electric submetered billing will commence on or about May 2026. Bills will be delivered to you by email.

Included with this letter is a copy of the Home Energy Fair Practices Act (HEFPA) Notification of Rights and Procedures Form and riders, which outlines your rights and responsibilities regarding your submetered electricity. Please sign and return the riders directly to info@corego.com. If any of the forms are relevant to your occupancy, please also complete them and return them to the same location.

If you have additional questions, you may contact **JC PARTNERS HOLDING INC. 463 7th Avenue, # 1603, New York, New York 10018, Kyle Hu** by email khu@jcpus.com. You may also reach out to the Public Service Commission through the Department of Public Service at any time concerning submetered service in writing at New York State Department of Public Service, 3 Empire State Plaza, Albany, New York 12223, by telephone at 1-800-342-3377, in person at the nearest office or via the Internet at www.dps.ny.gov.

Thank You,

Core Management

Chuang Heng Rego Park LLC **9810 63RD RD, Rego Park, New York**

www.corego.com



Initials:



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NOTIFICATION OF RIGHTS AND PROCEDURES

As a residential customer for electricity, you have certain rights assured by New York's Home Energy Fair Practices Act ("HEFPA") and the order issued by the New York State Public Service Commission on **February 18, 2026** in **Case 25-E-0363: Notice of Intent of Chuang Heng Rego Park LLC to Submeter Electricity at 98-10 63rd Road, Rego Park, Located in the Territory of Consolidated Edison Company of New York, Inc.** (the "Submetering Order"). This notification is an overview of those rights and certain policies and procedures regarding the service and billing of your electricity.

The building located at **98-10 63rd Rd, Rego Park NY 11374** (the "Building") is a submetered facility. **Chuang Heng Rego Park LLC**, (the "Owner") is the owner of the Building. The Owner, itself or through its managing agent (together with the Owner, the "Submeterer"), is responsible for the administration of submetering to your residential unit and will invoice you for your monthly electric usage. A third-party billing company under contract with the Submeterer prepares residents' invoices for their respective monthly electricity usage. Residents, in turn, receive their monthly submetered electricity bills from the Submeterer or its third-party billing company.

If you have any questions or complaints concerning your electricity bill, please contact the Submeterer through the Management Office by telephone at **646-688-8137** or by mail at khu@jcpus.com. In the event of a complaint about the submetered electricity bill, you shall submit such complaint in writing to the Submeterer by mail to the address in the previous sentence. In turn, the Submeterer and/or its third-party billing company shall investigate your complaint within fifteen (15) days of the receipt of the complaint and will report the results to the complainant thereafter. As part of this response, you shall be advised of the disposition of the complaint and the reason therefore. If you and the Submeterer cannot reach an equitable agreement and you continue to believe the complaint has not been adequately addressed, then you may file a complaint with the PSC through the Department of Public Service. Alternatively, you may contact the Department of Public Service at any time concerning submetered service in writing at New York State Department of Public Service, 3 Empire State Plaza, Albany, New York 12223, by telephone at (800) 342-3377, by facsimile at (212) 417-2234, in person at the nearest office at 90 Church Street, New York, New York 10007, or via the Internet at www.dps.ny.gov.

The electricity bills that you receive show the amount of kilowatt hours ("kWh") that you used. The bills you receive shall provide, in clear and understandable form and language, the charges for service. In no event will the total monthly charges (including any administrative charges but excluding sales tax) exceed the utility's (Consolidated Edison Company of New York, Inc.) direct metered residential rate. The Submeterer may terminate or disconnect service under certain conditions (i.e., nonpayment of electricity bills) pursuant to HEFPA.

You have the right to request messages on bills and notices in Spanish. To make such a request, contact the Submeterer. Usted tiene el derecho de solicitar información en facturas e informativos en Español. Para solicitar información en español, póngase en contacto con el Submeterer.

You may request budget billing for the payment of electricity charges. This plan shall be designed to reduce fluctuations in customer bills due to seasonal patterns of consumption. Budget billing divides your electricity costs into twelve (12) equal monthly payments. Periodically, the Submeterer or its third-party billing company will review the budget billing for conformity with actual billings and may adjust that monthly amount as necessary. After those reviews, you may be responsible to pay for any electricity costs in excess of the budget billing amount(s) you previously paid. You may contact the Submeterer to discuss the details of a budget billing plan, if you are interested.

Your meter is read because it measures and records the actual amount of electricity you use; this enables an accurate bill to be sent to you. Making sure your electricity bills are accurate and correct is important to the Submeterer and to you. That is why every effort is made to read your meter regularly.

You may qualify for a rate reduction the equivalent of that which is provided by Con Edison to customers who are enrolled in its low-income program pursuant to its tariff (see P.S.C. No. 10 – Electricity, Leaf Nos. 255, 255.1). If you receive benefits under Supplemental Security Income, Temporary Assistance to Needy Persons/Families, Safety Net Assistance, or Supplemental Nutrition Assistance Program, the federal Lifeline program or any other program associated with the federal Lifeline program, or have received a Home Energy Assistance Program grant in the preceding twelve (12) months, please alert the Submeterer by telephone or in writing and we will work with you to determine your eligibility.

If you are having difficulty paying your electricity bill, please contact the Submeterer by telephone or in writing in order to see if you qualify for a deferred payment agreement, whereby you may be able to pay the balance owed over a period of time. A deferred payment agreement is a written agreement for the payment of outstanding charges over a specific period of time, signed by both the Submeterer and customer. If you can demonstrate to the Submeterer a financial need, the Submeterer can work with you to determine the length of the agreement and the amount of each monthly payment. You may not have to make a down payment, and installment payments may be as little as **\$10.00** per month. The Submeterer will make reasonable efforts to help you find a way to pay your bill.

Regardless of your payment history relating to your electricity bills, your electricity service will be continued if your health or

safety or the health or safety of any other resident is threatened. Specifically, please notify the Submeterer if either of the following conditions exists:

- (a) Medical Emergencies.** You must provide a medical certificate from a doctor or local board of health establishing that you and/or another resident is suffering from a medical emergency.
- (b) Life Support Equipment.** You must provide a medical certificate from a doctor or local board of health if you and/or another resident suffers from a medical condition requiring electricity service to operate a life-sustaining device.

When the Submeterer becomes aware of such hardship, the Submeterer can refer you to the local Department of Social Services.

Special protections may be available if you are, and those living with you are age, eighteen (18) or younger or sixty-two (62) or older, blind, or disabled. Please contact the Submeterer to ensure that you receive all of the protections for which you are eligible.

You can also designate a third party as an additional contact to receive notices of past due balances. Further, you may designate a third party to receive all notifications relating to disconnection of service or other credit actions sent to you, provided that the designated third party agrees in writing to receive such notices. The Submeterer shall inform the designated third party that the authorization to receive such notices does not constitute acceptance of any liability on the third party for service provided to you. The Submeterer shall promptly notify you of the refusal or cancellation of such authorization by your designated third party. If you are interested in this voluntary third-party notice, please notify the Submeterer with the third party's contact information and written agreement of the third party to receive copies of all notifications relating to past due balances, the disconnection of service, or other credit actions sent to you.

Please review the attached "Special Protections Registration Form" relating to some of the rights discussed above. Although you are not required to do so, please fill it out if you qualify for any special protection described on the form. You may return the completed form to the Submeterer.



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SPECIAL PROTECTIONS
REGISTRATION FORM

Please complete this form if any of the following applies. Return this form to:

98-10 63rd Rd #1204, New York, NY 11374
Core Management

ACCOUNT INFORMATION

(Be sure to complete before mailing)

Name	
Address	Unit #
Town/City	Zip
Telephone # Daytime	Evening
Account # (as shown on bill)	

I, the Unit Occupant, would like to be considered for Special Protections because (check all that apply):

☐ I am 62 years of age or over, and any and all persons residing therewith are either 62 years of age or older or 18 years of age or younger

☐ I am, or a person residing with me is, blind (legally or medically)

☐ I have, or a person residing with me has, a permanent disability (type):

☐ I have, or a person residing with me has, a medical hardship (type):

☐ I have, or a person residing with me has, a life support hardship (type):

I, the Unit Occupant, receive government assistance.

☐ I receive public assistance. My case number is:

☐ I receive Supplemental Security Income (SSI). Note: SSI benefits are not the same as Social Security Retirement Benefits. My Social Security Number (optional) is:

Please send me more information about:

☐ Budget billing

Voluntary Third-Party Notice

Please check the box below if you would like to designate a third party to receive all notifications relating to termination, disconnection, or suspension of your electric service or other credit actions relating to your electric service. If you would like these notices to be provided to a third party, we will contact you to secure the contact information of your third-party designee.

☐ I would like to appoint a third party

RIDER TO LEASE: SUBMETERING

BUILDING

1. Consolidated Edison Company of New York, Inc. ("Con Edison") or another local utility, energy services company, and/or local distributed energy resource(s) (individually or collectively, the "Distribution Utility") provides electricity to the building located at **98-10 63rd Rd, Rego Park NY 11374** (the "Building").
2. You, the tenant ("you" and "your"), acknowledge that, on **February 18, 2026**, in **Case 25-E-0363: Notice of Intent of Chuang Heng Rego Park LLC to Submeter Electricity at 98-10 63rd Road, Rego Park, Located in the Territory of Consolidated Edison Company of New York, Inc.** ("Con Edison"), the New York State Public Service Commission ("PSC") approved the Building to submeter electricity to the Building's residential units (individually, the "Unit" in which you reside and collectively, the "Units"). You further acknowledge that you will be required to pay **Chuang Heng Rego Park LLC**, (the "Owner"), the owner of the Building, for the use of electricity at your Unit on the basis of a separate submetered charge that will be billed to you by the Owner, its managing agent (together with the Owner, the "Submeterer"), or its third-party billing company on a monthly basis.
3. In the event of non-payment of electric charges, the Submeterer shall afford you all notices and protections available pursuant to the Home Energy Fair Practices Act ("HEFPA") before any action(s) based on such non-payment, including, but not limited to, termination of service, is commenced.
4. The rate calculation to be used is the Con Edison Service Classification No. 1 for direct metered service. Specifically, bills will be calculated by multiplying a resident's kilowatt hour (kWh) usage by the Con Edison Service Classification No. 1 rate for a billing period, plus applicable taxes.
5. The Con Edison Service Classification No. 1 rate is a combination of various items, including, but not limited to:

Basic Customer Charge: This is a charge for basic system infrastructure and customer-related services, including customer accounting, meter reading, and meter maintenance.

kWh Cost: This energy charge is broken down into separate components, including market supply, monthly adjustment, and delivery (transmission and distribution).

Systems Benefit Charge (SBC): This is an additional charge per kWh.

Fuel Adjustment: The sum of Market Supply Charge (MSC) and Monthly Adjustment Charge (MAC) adjustment factors.

The following is a nonexclusive example of the formula that will be used to derive a resident's electricity charges based on the current Con Edison Service Classification No. 1 rate and a monthly use of 250 kWh:

Type of Charge	Calculation	Total
Basic Charge		\$AA.AA
kWh	.XXXXX times 250 kWh	\$AA.AA
SBC	.XXXXX times 250 kWh	\$AA.AA
Fuel Adjustment Charge	.XXXXX times 250 kWh	\$AA.AA
Subtotal		\$BB.BB
Utility Tax	.XXXXX times Subtotal BB.BB	\$CC.CC
New Subtotal		\$DD.DD
Sales Tax	New Subtotal DD.DD times .045000	\$EE.EE
	New Subtotal DD.DD plus EE.EE	\$FF.FF
Total Resident Cost		\$GG.GG

All Con Edison rates by classification are available on its website (www.coned.com) under "Rates and Tariffs." The applicable electric rates and tariffs are listed under the heading "P.S.C. No. 10 – Electricity."

In no event will the total rate for a billing period (including any monthly administrative charge but excluding sales tax) exceed the rates and charges of the distribution utility for delivery and commodity in that billing period to similarly situated, direct-metered residential customers.¹

The Applicant or its third-party electric billing company will read the meters and process a bill based on the resident's actual consumption. The meter reading data and billing calculations will be documented and maintained for a six-year period for each unit.²

6. If you have a question or complaint about your electric bill, the following protocol will be followed: please contact the



Initials:

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Submeter by telephone at **646-688-8137** by mail at coreregonyc@gmail.com. The Submeterer or its third-party billing company shall investigate and respond to you in writing within fifteen (15) days of the receipt of the complaint. As part of this response, you shall be advised of the disposition of the complaint and the reason therefore. Upon receiving this response, or at any time, you can also contact the Public Service Commission in writing at New York State Department of Public Service, 3 Empire State Plaza, Albany, New York 12223, by telephone at (800) 342-3377, facsimile at (212) 417-2223, in person at the nearest office at 90 Church Street, New York, New York 10007, or via the Internet at www.dps.ny.gov.

1 See 16 NYCRR § 96.1 (i).

2 See 16 NYCRR § 96.6 (j).

7. You will be afforded rights and protections available to residential energy consumers in New York State under HEFPA, including the ability to file a complaint with the PSC through the Department of Public Service. The nearest PSC office is at: NYS Public Service Commission, 90 Church Street, New York, New York 10007. The PSC can also be contacted by telephone at (800) 342-3377, by facsimile at (212) 417-2234, or via the Internet at www.dps.ny.gov. You may contact the PSC at any time if you are dissatisfied regarding the Submeterer's response to your complaint or at any time regarding submetered service.
8. You agree that the Submeterer, its agents and employees, and any other persons authorized by the Submeterer may enter the Unit during reasonable hours and with reasonable notice, in order to inspect, repair, test, replace, or access the electrical installations, including the submeter, serving the Unit. Such access may include, and is not limited to, taking such action(s) as may be necessary to terminate service to the Unit for nonpayment of electric charges. Reasonable times are weekdays from 8:30AM-7:00PM and weekends and/or holidays from 10:00AM-7:00PM. An oral demand for access shall be sufficient; written notice shall not be required. Notice shall be deemed sufficient upon delivery, but in no event shall notice be deemed insufficient if notice is at least 24 hours prior to the Submeterer's desired time of entry. If, at any time, the Submeterer requires entry to the Unit due to an emergency condition where, in Submeterer's sole discretion, prior notice of entry is not feasible, or where such entry is required under the Lease or allowed by law, if you are not personally present to permit the Submeterer or the Submeterer's representative to enter the Unit, the Submeterer may enter the Unit absent prior notice to you, and in the event you have failed to deliver a copy of the key to the Submeterer or the Submeterer's agent, the Submeterer may enter the Unit absent prior notice and by force if necessary. The Submeterer shall have the right to remove any lock installed by you, with such removal being at your sole cost, and the Submeterer will not be responsible to you for any damage that results.
9. You may request budgeted billing for your electric charges. Budgeted billing divides your electric costs into equal monthly payments. Periodically, the Submeterer or its third-party billing company will review your budget billing amount for conformity with actual billings and may adjust such monthly amount, as necessary. After those reviews, you may be responsible to pay for any electricity costs in excess of the budget billing amount(s) you previously paid. If you have overpaid, a credit will be issued to your account. You may contact the Submeterer to discuss the details of a budget billing plan.
10. If you have difficulty paying you electric bill(s), you may contact the Submeterer by telephone or by letter in order to arrange for a deferred payment agreement, whereby you may be able to pay the balance owed over a period of time. If you can show financial need, the Submeterer can work with you to determine the length of the agreement, whether you have to make a down payment, and the amount of each monthly payment.
11. Regardless of your payment history relating to your electric bills, your electricity service will be continued if your health or safety or the health or safety of any other resident is threatened. Specifically, please notify the Submeterer if either of the following conditions exist:
 - (a) **Medical Emergencies.** You must provide a medical certificate from a doctor or local board of health establishing that you and/or a resident living with you are suffering from a medical emergency.
 - (b) **Life Support Equipment.** You must provide a medical certificate from a doctor or local board of health establishing that you and/or a resident living with you are suffering from a medical condition requiring electricity service to operate a life-sustaining device.

When the Submeterer becomes aware of any such hardship, the Submeterer can refer you to the local Department of Social Services.
12. Special protections may be available if you and those living with you are age eighteen (18) or younger or sixty-two (62) or older, blind, or disabled. If you are age sixty-two (62) or older, you may be eligible for quarterly billing for your electrical charges.
13. You may designate a third party as an additional contact to receive notices of past due balances for your electrical charges, notifications relating to the disconnection of service, or other credit actions.

14. If the Submeterer's actions lead to a submetering refund, the same will be credited to you provided that the Submeterer has your contact information.
15. You agree that at all times the use of electricity in the Unit shall never exceed the capacity of existing feeders to the Building or the risers, wiring, or electrical installations serving the Unit. You shall not make any alterations, modifications, or additions to the electrical installations serving the Unit, including the Unit's submeter.
16. The Submeterer shall have the right to suspend electric service to the Unit when necessary by reason of accident or for repairs, alterations, replacements, or improvements necessary or desirable in the Submeterer's judgment for as long as may be reasonably required by reason thereof, and the Submeterer shall not incur any liability for any damage or loss sustained by you or any other occupant of the Unit as a result of such suspension. The Submeterer shall not in any way be liable or responsible to you or any other occupant for any loss, damage, cost, or expense that you or any occupant of the Unit may incur if either the quantity or character of electric service is changed or is no longer available or suitable for your requirements or if the supply or availability of electricity is limited, reduced, interrupted, or suspended by the Distribution Utility serving the Building or for any reason or circumstances beyond the Submeterer's control. Except as may be provided by applicable law, you shall not be entitled to any rent reduction because of a stoppage, modification, interruption, suspension, limitation, or reduction of electric service to the Unit.
17. If the Submeterer or its third-party billing company fails to deliver a bill to you for the use of electricity at the Unit for any given billing period, then such failure shall not prejudice or impair the Submeterer's right to subsequently deliver or cause its third-party billing company to deliver such a bill to you, nor shall any such failure relieve or excuse you from having to pay such bill, except as may otherwise be provided by applicable law.
18. IT IS A SUBSTANTIAL AND MATERIAL DEFAULT OF YOUR COVENANTS AND OBLIGATIONS UNDER THE LEASE IF, AFTER A COMPLAINT IS SATISFACTORILY RESOLVED IN ACCORDANCE WITH THE RIGHTS AFFORDED BY HEFPA, YOU REFUSE TO PAY THE ELECTRICAL CHARGES. ACCORDINGLY, THE SUBMETERER SHALL BE ENTITLED TO EXERCISE ALL RIGHTS AND REMEDIES AT LAW OR IN EQUITY.

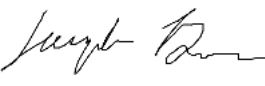
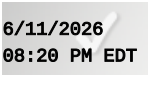
ACKNOWLEDGED, UNDERSTOOD, AND AGREED:

Chuang Heng Rego Park LLC

 Signed by John Duong
Thu Jun 11 2026 07:42:56 PM EDT
Key: EC57BC51; IP Address: 23.47.58.133

John Duong (Tenant) _____ Date

Sophia Kang (Landlord) _____ Date

Jacquelyn Duong (Tenant) _____ Date

ENERGY SAVING TIPS FOR YOUR APARTMENT HOME



LIGHTING

- Replacing 15 inefficient incandescent bulbs in your home with energy-saving bulbs could save you about \$50 per year.
- Keep your curtains or shades open to use daylight instead of turning on lights. For more privacy, use light-colored, loose-weave curtains to allow daylight into the room.
- Use timers to turn off lights when you're away from home.
- The following types of light bulbs are more energy efficient than the traditional incandescent light bulb:
 - **Energy-saving/halogen incandescent bulbs** are 25% more efficient and last three times longer.
 - **CFL bulbs** use about 75% less energy and last up to 10 times longer. These bulbs contain a small amount of mercury and should be handled carefully if broken, and recycled at the end of their lifespan.
 - **LED bulbs** use about 75% less energy and last up to 25 times longer.



KITCHEN APPLIANCES

- Your apartment is equipped with an ENERGY STAR dishwasher and refrigerator.
- Use your dishwasher efficiently, as it uses the same amount of energy whether full or mostly empty when a cycle is run.
- Let your dishes air dry; if you don't have an automatic air-dry switch, turn off the control knob after the final rinse and prop the door open slightly so the dishes will dry faster.
- Don't keep your refrigerator or freezer too cold. Recommended temperatures are 37°-40° F for the fresh food compartment and 5° F for the freezer section.
- Cover liquids and wrap foods stored in the refrigerator. Uncovered foods release moisture and make the compressor work harder.



HOME ELECTRONICS

- ENERGY STAR-labeled office equipment is widely available.
- Using an ENERGY STAR computer can save 30%-65% energy.
- Laptops consume less energy than desktop computers.
- Screen savers on your computers do not reduce energy in the way a sleeping or turned-off computer can.
- Turning off electronics when not in use, or plugging AC adapters into power strips that can be turned off, can result in significant energy savings.
- Use rechargeable batteries, as they are more cost effective than disposable batteries.



LAUNDRY

- Your apartment is equipped with an ENERGY STAR clothes washer.
- Dry towels and heavier cottons in a separate load from lighter-weight clothes.
- Don't over-dry your clothes. If your machine has a moisture sensor, use it.
- Clean the lint screen in the dryer after every load to improve air circulation and prevent fire hazards.
- Consider air-drying clothes on drying racks. Air drying is recommended by clothing manufacturers for some fabrics.



THERMOSTAT

- When you are home and awake, set your thermostat as low as is comfortable. When you are asleep or out of the house, turn your thermostat back 10°-15°. A programmable thermostat can make it easy to set back your temperature.
- We recommend you watch this ENERGY STAR podcast on thermostat operation: www.energystar.gov/index.cfm?c=products.pr_podcasts

NEW YORK CITY RECYCLING NOTICE

New York City has a mandatory residential recycling program that requires all residents to source-separate designated materials from their waste in their homes for recycling collection by the NYC Department of Sanitation.

Residential building owners/landlords must notify residents about recycling requirements, designate an accessible recycling area, and maintain signs explaining what and how to recycle.

Residents are required to keep the following designated materials separate from regular garbage and discard them according to building management instructions in properly labeled recycling receptacles. (For more info on what to recycle, call 311 or visit www.nyc.gov/recycle.)

WHAT TO RECYCLE: Paper & Cardboard

- Newspapers, magazines, catalogs, white and colored paper (staples OK), mail and envelopes (window envelopes OK), paper bags, wrapping paper, soft-cover books (paperbacks, comics, etc.; no spiral bindings).
- Cardboard egg cartons and trays, smooth cardboard (food and shoes boxes, tubes, file folders, cardboard from product packaging), corrugated cardboard boxes.

WHAT TO RECYCLE: Metal, Glass, Plastics & Cartons (emptied and rinsed)

- Metal cans (soup, pet food, empty aerosol cans, dried-out paint cans, etc.), aluminum foil wrap & trays, household metal (wire hangers, pots, tools, curtain rods, small appliances that are mostly metal, etc.), bulk metal (large metal items, such as furniture, cabinets, large appliances, etc.).
- Glass bottles & jars (and no other glass items).
- Plastic bottles & jugs, rigid plastic caps & lids, rigid plastic food containers (yogurt, deli, hummus, dairy tubs, "clear clamshell" containers, other plastic take-out containers), rigid plastic packaging ("blister-pak" and acetate boxes), rigid plastic housewares (crates, buckets, flower pots, furniture, toys, mixing bowls, plastic appliances, etc.).
- Milk cartons & juice boxes (or any such cartons and aseptic packaging for drinks: ice tea, soy milk, soup, etc.).

BUILDING RECYCLING PROCEDURES

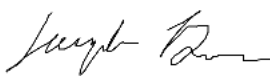
This building has established the following procedures for handling designated recyclables that apply to all residents, housekeepers, guests, subtenants, homecare workers, and other visitors:

Please check all that apply:

- ☒ I have been given information about designated recyclable materials that must be kept separate from my trash.
- ☒ I know the location of the building's recycling area(s) and the procedures for discarding designated recyclables.
- ☒ I understand that recycling requirements apply to all residents, housekeepers, guests, subtenants, homecare workers, and other visitors.

 Signed by John Duong
Thu Jun 11 2026 07:43:06 PM EDT
Key: EC57BC51; IP Address: 23.38.164.81

John Duong (Tenant) Date

 6/11/2026 08:20 PM EDT

Jacquelyn Duong (Tenant) Date

Occupant: Keep one copy for your records

Curbside Composting is Easy!

Composting keeps our homes and neighborhoods cleaner.

Putting leaf and yard waste, food scraps, and food-soiled paper in bins with secure lids keeps rats out and our streets clean.



nyc.gov/CurbsideComposting | call 311
Follow us @NYCsanitation



sanitation



Initials:



LO

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.

What to Compost

Leaf and Yard Waste

plants, leaves, twigs, grass



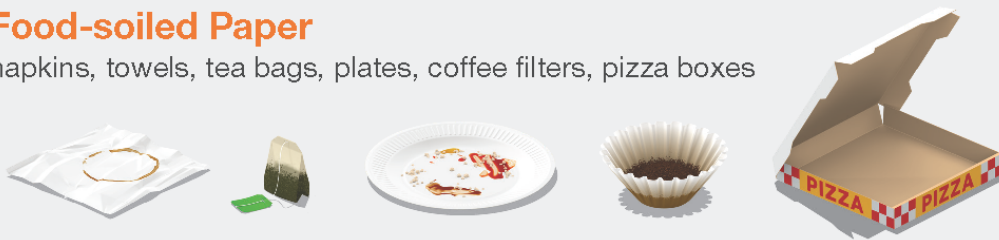
Food Scraps

fruit, vegetables, meat, bones, dairy, prepared food



Food-soiled Paper

napkins, towels, tea bags, plates, coffee filters, pizza boxes



Recycling: metal, glass, plastic, cartons, clean paper and cardboard

Trash: wrappers, pet waste, medical waste, diapers, foam, hygiene products

FREE Resources

- Order bin decals, tip sheets, and building signage at nyc.gov/SanitationMaterials.
- Find a Compost Giveback Event near you at nyc.gov/GetCompost.
- Request a presentation for your residents, or request free kitchen containers at on.nyc.gov/EventRequest.



Initials:



LO

Learn more at nyc.gov/CurbsideComposting or call 311.

Arabic: تعرف على المزيد عبر الرابط nyc.gov/CurbsideComposting أو اتصل بالرقم 311.

Bengali: আরো জানার জন্য nyc.gov/CurbsideComposting দেখুন বা 311 নম্বরে ফোন করুন।

Chinese: 請瀏覽 nyc.gov/CurbsideComposting 或致電 311 以瞭解詳情。

French: Plus d'informations sur nyc.gov/CurbsideComposting ou par téléphone au 311.

Haitian-Creole: Jwenn plis enfòmasyon nan nyc.gov/CurbsideComposting oswa rele 311.

Hindi: nyc.gov/CurbsideComposting पर और अधिक जानें या 311 पर कॉल करें।

Korean: 자세한 내용은 nyc.gov/CurbsideComposting에서 확인하시거나 311로 전화하십시오.

Polish: Więcej informacji: nyc.gov/CurbsideComposting lub nr 311.

Russian: Узнайте больше на сайте nyc.gov/CurbsideComposting или позвоните по телефону 311.

Spanish: Obtenga más información en nyc.gov/CurbsideComposting o llame al 311.

Urdu: nyc.gov/CurbsideComposting پر مزید جانیں یا 311 پر کال کریں۔

Curbside Composting is Easy!

nyc.gov/CurbsideComposting | call 311

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