

# **RIVIERA TOWERS RESIDENTIAL CHECKLIST**

**Occupancy:** Riviera Towers respectfully requests all residents to comply with the following occupancy limits:

Type of Unit	Total Number of occupants allowed
Studio	Two
One Bedroom	Three
Two Bedroom	Four

Please indicate the total number of occupants, including children, to be residing in **Unit#**\_\_\_\_\_

<input type="checkbox"/> One	<input type="checkbox"/> Two	<input type="checkbox"/> Three	<input type="checkbox"/> Four
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**Moving Fee:** A \$1000 check payable to Riviera Towers is required when you schedule your move into or out of the building. The check will be returned, un-cashed, if there is no damage. Schedule your move well in advance to ensure that the day you request is available. A \$95 non-refundable fee will be charged for the 4 hour allotted period for moving.

**Noise:** Riviera Towers encourages all residents to always show respect and courtesy to their neighbors at all times; especially between the hours of 11:00 PM and 8:00 AM. Please refrain from noise making between these hours, in public areas and within your unit. In addition, at least 80% of the floor in your unit must be covered with carpeting and padding and furniture as stipulated in the house rules. This reduces the noise level for your neighbor below you.

**Pets:** No dogs are permitted but other family pets are generally welcome. These pets cannot be a nuisance to your neighbors and other building residents.

**Laundry Rooms:** Check and clean the lint screen before and after using the dryer. If you accidentally left a tissue in your pocket and it is in wet tatters (the washer) or in dry tatters (the dryer), clean up the mess and throw it in the barrel. Tissues clog the sink too since the washer hose empties into the sink. The barrel is also for empty laundry product containers and used paper softener sheets but not for garbage or hangers. If you spill something, clean it up. Don't want anyone to touch your clothes? Set a timer since it is easy to lose track of time. And please do not overload the dryer since it can produce a smoke condition which will set off the building's fire alarms and result in a visit from the local Fire Department. Laundry cards can be purchased (and replenished) at the rear of the Lobby.

**Compactor Rooms:** Directions are clearly posted in English and Spanish. The blue plastic boxes are marked "newspapers" or "magazines" on the side. If you don't see the labeling, turn the box around. Don't put hangers into the barrel or down the chute. They should be hooked on the side of the recycling barrel. Please wrap all food, garbage, or items such as soiled diapers in a plastic or paper bag (sealed tightly at the top!) down the chute. Pizza boxes are too large to go down the chute. Wash any plastic, glass, or metal food container that go in the recycling barrel. This is all that should go in this barrel. Cleanliness creates an environment unfriendly to some eight-legged critters!

[ ] **Individual Storage Rooms/Bins:** There are basement storage bins/rooms of different sizes and shapes available for rent. See the Mgmt. Office for details. The cost is quite nominal.

[ ] **Floor Storage Rooms:** A small storage space is available on each floor. See the Mgmt. Office for details. Riviera Towers is not responsible for any property stored here.

[ ] **Food Delivery:** Residents are required to pick up deliveries (food, packages, etc.) at the Concierge's station. The delivery person is asked to wait by the Concierge until contact has been made with the resident. Exceptions are made only for the disabled or sick. Contact the Mgmt. Office for details. This policy is implemented for security purposes.

[ ] **Shopping/Luggage Carts:** Carts are available at the front door of the building. Residents are required to give the valet their apartment number and building ID prior to taking the cart. The carts are for residential use and must be returned promptly to the Cart room.

[ ] **Terraces:** There are often high winds around Riviera Towers. Be sure that any furniture is secure. DO NOT leave the terrace door standing open unless secured. The wind may break the glass or hinges and you are responsible for such damage. Cooking is not permitted on the terrace due to city fire codes. Please do not feed the pigeons nor should you attach anything to the railings such as flags and thermometers. Plants in containers must be windproof and only permitted inside the railing. TERRACE STORAGE IS DISCOURAGED. Items such as Satellite dishes or small storage bins/containers are allowed provided that written permission has been given by the Mgmt. Office.

[ ] **Repairs/upgrades/structural changes:** Written permission is required prior to initiating any major repairs, upgrades, renovations, or structural changes within your unit. Contact the Mgmt. Office for details.

[ ] **Maintenance Problems:** Please communicate any water leaks or maintenance problems in your apartment to the Concierge (if an emergency) or complete the maintenance work order form found either on our Website ([www.therivieratowers.com](http://www.therivieratowers.com)) or outside the Mgmt. Office. Place the work order in the Management Office slot (in the door). Please report any damage/ vandalism to public areas such as elevators, hallways, and lobby or garage area. Video cameras have been strategically placed in public areas for enhanced security and eyewitness accounts are always appreciated.

**Note: If you are a tenant, leave the work order with the property administrator, who will check with your landlord for approval, since the landlord is billed for any work done. However, water leaks are considered emergencies and must be reported to the Concierge as soon as possible.**

[ ] **Parking:** Monthly parking is available to residents for a fee. See the Concierge for details. There is no parking at the front entrance except for loading and unloading. Free parking for 20 minutes is available in the back. Guest parking is also available. See the Valet for details. Note that all parking services are handled by an outside company.

[ ] **Building Security:** All residents are required to have an access card to enter the building and its facilities. To that end, you need to fill out a Security Database form to detail the type of access required. See the Mgmt. Office to initiate this process. Our building security features many cameras strategically placed throughout to monitor the premises.

[ ] **Homeowners Insurance:** Each unit must carry a homeowners/tenants insurance policy to cover its premises. A current copy of the policy must always be kept on file with the Mgmt Office.

[ ] **Pool Rules:** The pool is traditionally open from Memorial Day through Labor Day. See the Mgmt. Office for a list of the rules.

[ ] **Gym Usage:** For a nominal fee, building residents may join the Gym which is open 24/7. See the Mgmt. Office for membership details.

[ ] **TV Options:** There is a special arrangement in place with Cablevision to provide basic services at a very nominal rate (which is included in the maintenance bill.) For additional services, you need to deal directly with Cablevision. The building also has a Master Antenna enabling residents to view local broadcast channels gratis. Satellite TV is also another option under limited circumstances. See the Mgmt Office for details.

I have reviewed this checklist and will comply with these standards.

\_\_\_\_\_  
Signature of resident # 1

\_\_\_\_\_  
Print name #1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of resident #2

\_\_\_\_\_  
Print Name #2

\_\_\_\_\_  
Date