

***Richmond Property Management  
3 Greeley Ave.  
Staten Island N.Y. 10306  
718-351-4013  
www.richmondpm.com***

Dear Tenant,

Thank you for selecting an apartment managed by Richmond Property Management.

From time to time, you may have an occasional problem. We attempt to remedy these problems as quickly as possible. All “emergency” problems are a priority; other problems may take one to two weeks to attend to and complete.

Please do NOT paint the apartment unless pastel colors are chosen. If the trim and cabinets are natural wood, do NOT paint these. Wallpaper of any type is NOT allowed, unless you intend to remove it when you vacate the apartment. If you choose to paint pastel colors, please do not drip paint on the floors. If carpeting is installed, it will have to be removed along with tackless strips, when you vacate this unit. If grout in the bathtub area appears to be loose or missing, please contact our office. If you don’t have shower doors in your tub shower, please use a curtain to prevent water damage to the floors and ceilings of the apartment below you. If there is a window in the shower area, please install a vinyl curtain to prevent water penetration and damage. Use proper care with kitchen and bath drains (no grease in kitchen sink), and prevent hairs and other clog items from entering drains.

Use cutting boards in the kitchen to prevent damage to countertops.

You may not change any lighting or plumbing fixture without written consent. Locks may not be changed without written consent as well as the lock and key that has been supplied returned to us. A deduction from your security deposit will be made. PROTECT YOUR BELONGINGS WITH PROPER RENTERS INSURANCE.

A smoke detector and carbon monoxide detector has been installed in your unit and the care and maintenance of the detector and batteries is your responsibility. If you have children 10 years of age and under, the law requires that window guards be installed. You the tenant must call the maintenance office and make an appointment to have them installed.

We hope you enjoy your tenancy in this unit, and that you will respect our property and the other tenants in surrounding units. In turn, we will do our best to make your tenancy comfortable and pleasant. If and when you decide to vacate the apartment, we require 30 days written notice of your intentions. If such notice is not received by us, your security deposit will be forfeited.

Telephone numbers for our office are as follows: Rental and accounting matters 718-351-4013 Mondays & Thursdays 11-6, Emergencies ONLY 718-667-3410 Non-emergency maintenance 718-987-6806. You may choose to email. Specific email addresses are located on our website [www.RichmondPM.Com](http://www.RichmondPM.Com) . Go to the “Contact Us” page to select the email address.

Very truly yours,  
*Richmond Property Management*