

# SIRIUS LLC

2109 BROADWAY  
NEW YORK, NY 10023

TELEPHONE NO.  
212-799-6671

FACSIMILE NO.  
212-769-9169

## STANDARD INFORMATION LETTER

### ANSONIA CONDOMINIUM IN-HOUSE EXTENSIONS

Front Desk	X 0
Security	X 0
Management Office, Lobby Level	X 1566

### ANSONIA CONDOMINIUM OUTSIDE NUMBERS FOR IN-HOUSE LOCATIONS

Front Desk / Security Desk	(212) 724-2600	
Management Office, Lobby Level	(212) 870-1566	Facsimile No. (212) 769-9169
or more likely to reach office at	(212) 799-6671	
Sales / Rental Office, Lobby Level	(212) 877-9800	

### OTHER STANDARD PHONE NUMBERS

TIME WARNER CABLE	674-9100	VERIZON	890-2350	CON EDISON	800 752-6633
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### ANSONIA CONDOMINIUM SERVICE ELEVATORS

The building has two (2) service elevators. Entrance to both elevators is in the rear of the building through to garage. Elevator # 8 is the primary car for use by all residents and workpeople.

You must arrange for any private use of the garage by contacting the garage yourself at (212) 874-9315.

### OPERATING HOURS

**Elevator # 8** 8:00 a.m. – 4:00 p.m., Mondays through Fridays. Anyone using the elevators at other times must pay a \$ 40.00/hour charge, minimum of 4 hours, payable to ANSONIA CONDOMINIUM at time of use. All appointments for elevator use are made with the Management Office.

**Elevator # 9** By Appointment Only. You must confirm the appointment date and applicable fees. *To begin the actual move*, you must directly contact the Security Desk, the Superintendent through the Security Desk or the Management Office. An elevator operator will only then be sent to operate the #9 elevator.

**The CONDOMINIUM rules obligate all building residents to use the #1 ELEVATOR for animal transport, luggage carts and deliveries of all manners, other than furniture. We ask all residents using the main bank elevators for normal traffic to please use ELEVATORS #2 through #6 only, to allow more efficient use of ELEVATOR # 1.**

The Management Office updates the in-house telephone directory on a regular basis. We strongly suggest you provide the Management Office with emergency contact telephone numbers should we need to reach you.

The Management Office strongly suggests that all residents provide keys to their individuals apartments. These keys, kept in the Management Office lock box, are used only with the resident's permission in case of: emergency, repair work, or the resident(s) being locked out. Without lock box keys, it is solely the tenant's responsibility to contact a locksmith if locked out, at their own expense.

If you have a repair request, contact the Management Office by phone, in writing, e-mail, or in person at the office itself.

When expecting a guest or visitor and you will not be home for said arrival, please complete the guest/visitor form found at the Security Desk as far in advance as possible. Unless you complete and return this form, your guest/visitor will not be allowed access.

Keep in mind that while we can provide access for deliveries to your apartment if you confirm arrangements beforehand, *we do not ever sign for said deliveries.*

***If you want an outside contractor to do work in your apartment, you must first contact the Management Office for a copy of the ANSONIA's Alteration Agreement.***

YOUR IN-HOUSE TELEPHONE EXTENSION #  X \_\_\_\_\_