



Welcome to your new home! The entire staff at StuyTown is dedicated to doing everything we can to make your move as smooth as possible. We take great pride in our community and ask that you comply with the following procedures to make your move easy for you and your neighbors.

1. SELECT A MOVING COMPANY

Contact StuyTown's Oval Services at 212.375.8110 for free assistance and special pricing on a selection of moving companies. See accompanying **STEP 1** for more details.

2. SUBMIT YOUR MOVING COMPANY'S CERTIFICATE OF INSURANCE

Note: You can skip this step if you're using an Oval Services mover (**see above**).

Your moving company is required to submit a Certificate of Insurance prior to your move in date. You should discuss the property's certificate of insurance requirements with your moving company as described in **STEP 2**. The required Certificate of Insurance should be e-mailed to newresidentliaison@stuytown.com.

Movers' Certificate of Insurance should contain the following info:

- Exact building address in the description area
- Certificate Holder: PCVST Management Office
- Additional Insureds: list ALL entities appearing under the "Additional Insureds"
Please see the back of this packet for a sample COI.

3. SCHEDULE YOUR MOVE-IN TIME SLOT

- All move-ins must be scheduled at least 10 days in advance.
- Scheduled move-ins are permitted 7 days-a-week. You cannot move-in before the day your lease starts. Please select a move-in shift: morning (**7:00AM to 1:00PM**) **or** the afternoon (**1:00PM to 7:00PM**).
- Fill out the accompanying **STEP 3 form**.
- Send the completed form to newresidentliaison@stuytown.com. An e-mail will be sent to you confirming your appointment. To contact your New Resident Liaison, please call 212.420.4949.

4. SET UP THE APPOINTMENT TO ACTIVATE YOUR TELECOM SERVICES BEFORE YOUR MOVE

Call Oval Services at 212.375.8110 for free assistance and resident-only specials on the activation of TV, internet, or phone service with Verizon FiOS or RCN (see accompanying **STEP 4** for more details).

5. NEW RESIDENT WELCOME CENTER

Located at 250 First Avenue, the Welcome Center is a one-stop destination for all new resident needs. Your New Resident Liaisons are here to make your move easy and seamless. From key pickup to apartment care, your New Residents Liaisons are here to welcome you to your new home and provide a stress-free transition.

Your keys will be available the day before your lease start-date at the times noted below and can be picked up at the Welcome Center, located at 250 First Avenue. Please contact your New Resident Liaison regarding the key pickup date if your lease start coincides with a holiday. Please keep in mind that only tenant(s) of record listed on the lease may pick up keys. Keys cannot be released to occupants. After the lease begins, keys can be picked up Monday through Friday between 4:00PM-6:00PM, Saturdays between 9:00AM-4:00PM, and Sundays between 9:00AM-3:00PM.

The Welcome Center is open during the following hours:

- Monday - Friday: 9:00AM - 6:00PM

- Saturday: 9:00AM - 4:00PM
- Sunday: Closed

Please note that we are only able to distribute keys 6 days a week. If your lease begins on a Monday, we will provide the keys as early as the Saturday preceding the lease-start date. Please refer to the key pick-up schedule below.

6. PICK-UP YOUR KEYS AND ACCESS CARDS

EARLY KEY/ACCESS CARD PICK-UP SCHEDULE:

<u>Lease Start Day</u>	<u>Key Pick-Up Day</u>	<u>Time</u>
Monday	Saturday	9:00AM-4:00PM (Saturdays)
Tuesday	Monday	4:00PM-6:00PM
Wednesday	Tuesday	4:00PM-6:00PM
Thursday	Wednesday	4:00PM-6:00PM
Friday	Thursday	4:00PM-6:00PM
Saturday	Friday/Saturday	4:00PM-6:00PM (Fridays)
		9:00AM-4:00PM (Saturdays)
Sunday	Friday/Saturday	4:00PM-6:00PM (Fridays)
		9:00AM-4:00PM (Saturdays)

The Welcome Center is closed on national holidays

Keys for Tenants of Record: Only the Tenant of Record (official leaseholder) is authorized to pick up keys and access cards. You must show photo identification to receive these items. If you're unable to pick up your keys by the time listed above, please contact the New Tenant Liaison to make alternate arrangements.

- The first lease holder to sign for the keys will receive all 3 sets of keys. Each set includes a key to your apartment and your mailbox.
- Each Tenant of Record and registered occupant will receive a photo Access Card. The Card will include a photograph and the property logo. Card readers are located at both entrances to your building. The access card also serves as your property identification card.
- Although you will have possession of your apartment key and access card prior to your lease start date, the key card will not be activated until that date. Prior to your Lease start date you will not have access to your building or apartment.

Additional Keys: As the Tenant of Record you may order additional keys. To place an order call Resident Services at 212.420.5000 or complete a StuyTown Resident Key Request Form at the Management Office (276 1st Avenue Loop). A fee is charged for each key requested. This fee will be added to your rent bill and will remain on your bill whether or not keys are picked up. Key orders placed before 3PM Monday-Thursday will be available for pick up on that Friday. Orders placed on Friday will be ready for pick up on the following Monday. The Tenant of Record must show photo identification to pick up keys. Your keys will be held at the Management Office for 30 days. After that time, the keys will be returned to our maintenance department and for security purposes will be destroyed. The Management Office is open Monday, Wednesday, Friday 8:00AM-6:00PM, Tuesday & Thursday 8:00AM-8:00PM, and Saturday 9:00AM-5:30PM. The Office is closed on Sunday.

Additional Access Cards: As the Tenant of Record you may request from Management the issuance of Access Cards for your guest(s). To receive an Access Card, the Tenant of Record must accompany their employee or guest to the Management Office at 276 First Avenue Loop. The employee/guest must show photo identification to obtain his/her Access Card. The Management Office is open Monday, Wednesday, Friday 8:00AM-6:00PM, Tuesday & Thursday 8:00AM-8:00PM, and Saturday 9:00AM-5:30PM. The Office is closed on Sunday.

E-mail your questions to newresidentliaison@stuytown.com or call 212.420.4949.

7. MOVE-IN ON YOUR SCHEDULED APPOINTMENT DATE

- Please be considerate of your neighbors during your move.
- Moving trucks may only be parked on Peter Cooper Road or the closest loop road for Stuyvesant Town move-ins. Parking on pedestrian pathways is prohibited.
- Move-ins are only permitted through the **lower level** entrance of your building for Peter Cooper Village and on the **terrace level** for Stuyvesant Town residents. Please check this entrance in advance so that you can inform your mover about steps or other building features.

- One of the building's two passenger elevators will be protected with padding. This is the elevator you should use for your move. Use of both elevators is not permitted. All moves must be completed within your scheduled time frame. Elevators are not available for use after 7:00PM.
- Elevator and door dimensions should be kept in mind when ordering/moving furniture. All furniture should be properly wrapped to protect lobby, elevator and corridor walls. Please see the back of this package for more measurements.

Elevator:

Front wall to rear rail	3' 8-3/8"	Width: Wall to wall	5' 10 ½"
Floor to Ceiling	8' 3 ½"	Door	2' 11 ½"

Apt Doors:

Entrance Door	3' x 6'11"	Bedroom Door	2' 6" x 6' 6 ¾"
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- We do not provide ramps, hand trucks or dollies but you can make arrangements to rent one from Oval Services by calling 212.375.8110 (pending availability).
- You are responsible for any damage incurred to the building or property during your move. Propping open, holding or tying open any door (entrance, elevator) poses a security risk and is strictly prohibited.
- All perishable garbage should be placed neatly in a bag and placed down the compactor chute.
- At no time should any items be left outside of your door or in common hallways or lobbies. All recyclable materials including boxes should be deposited in the recycling area of your building (Terrace Level in StuyTown and Lower Level in Peter Cooper Village). Each building also has a composting bin located in these areas for deposit of food scraps and food-soiled paper.
- Bulk items should be brought to the designated staging area on the nearest Loop Road between 8am-4pm, Monday-Friday.

E-mail your questions to newresidentliaison@stuytown.com or call 212.420.4949.

8. SIGN UP FOR THE ONLINE WORK ORDER SYSTEM

Residents should register at pcvst.corrigo.com to submit online maintenance requests 24 hours a day, 7 days a week. Please refer to the instructions for a step-by-step walkthrough of submitting an online maintenance request here: stuytown.com/maintenance. Please contact website_assistance@stuytown.com with any issues registering or logging in. Register with the following credentials:

Username: Birthdate (MMDDYYYY) + Last 4 SSN (XXXX)

Password: Birthdate (MMDDYYYY) + Last 4 SSN (XXXX)

9. SIGN UP FOR ONLINE RENT PAYMENT

Residents can register at stuytown.com/residentportal to setup one-time or recurring rent payments. [Click here](#) to view FAQs and [click here](#) for a detailed user guide.

10. SIGN UP FOR THE PROPERTY EMAIL NEWSLETTER AND NOTIFICATIONS

[Click here](#) and register to stay current on the latest news, events, and happenings around the property.

11. GREAT COMMUNITY AMENITIES

- For more information about joining Oval Study, please call 212.375.8110 or visit stuytown.com/ovalstudy.
- For more information about joining Oval Kids by apple seeds, please call 212.792.7590 or visit stuytown.com/kids.
- For more information about joining Oval Fitness, please call 212.420.5005 or visit stuytown.com/fitness.
- For more information on our many other, non-membership amenities, visit stuytown.com/amenities.

12. NOISE POLICY

Be mindful that noise travels easily from apartment to apartment. You should take every possible step to diminish the transmission of sound and noise. Here are some easy ways to be mindful:

- Carpet your apartment in accordance with the terms of your lease, which stipulates that rugs or carpeting must cover 80% of all floors at all times. Floor covering is not required in the kitchen or bathroom.
- Listen to movies and music at an acceptable volume level or use headphones
- Place all home entertainment equipment off the floor and away from attached or shared walls
- Place thick padding under exercise equipment
- Talk, entertain guests, engage in video games, or participate in other activities in ways that do not infringe on your neighbors' right to quietly enjoy and utilize their apartment
- Refrain from walking around in hard or high-heel shoes
- Be mindful and considerate of neighbors during traditionally quiet hours (late night and early morning)

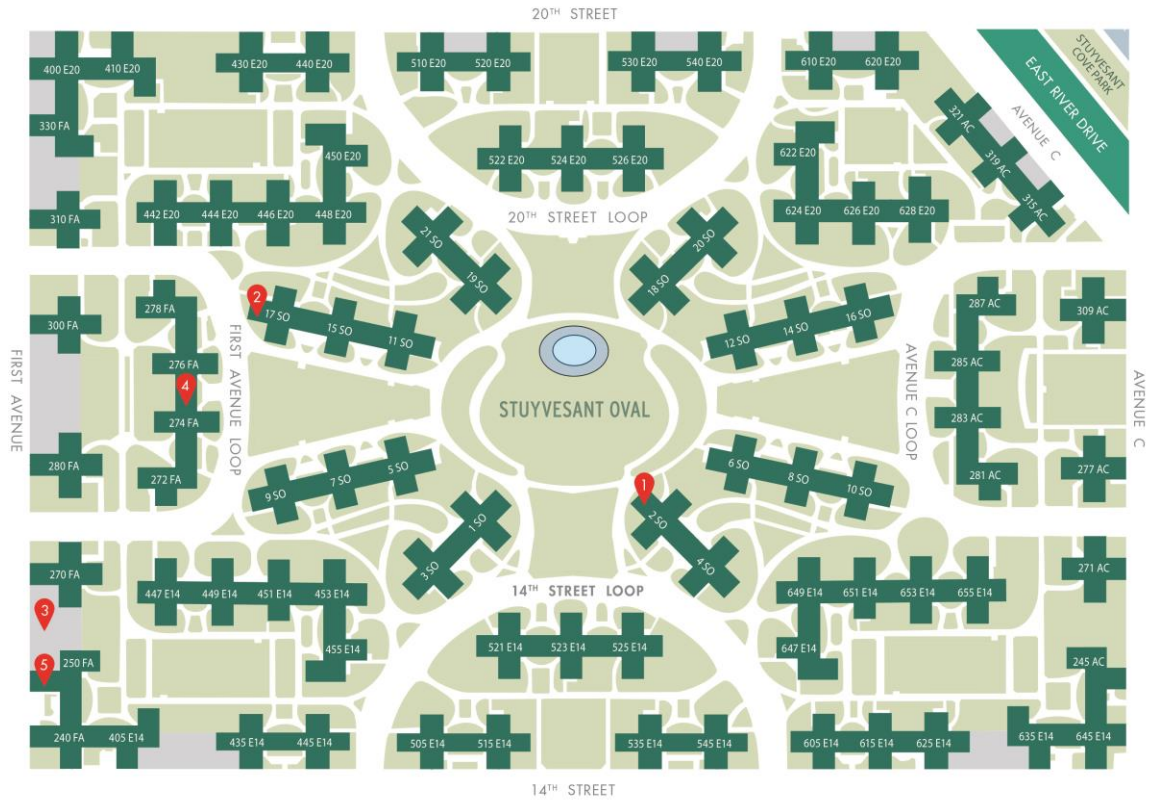
Report noise complaints to Public Safety at 212.598.5233. Founded complaints are addressed by Management in accordance with lease requirements.

13. THINGS TO KNOW:

- Door nameplates and the mailbox directory are normally installed within three weeks after your lease starts. Only the names of the Tenants of Record are listed.
- Hot and cold water, heat, gas, and electricity are included in your monthly rent.
- Your intercom number will be provided by your leasing agent/coordinator and can be found inside your key packet. It will be updated with the leaseholder's name within three weeks of moving in.
- To help maintain a pleasant living environment, 80% of exposed flooring must be covered at all times with carpeting or area rugs. It is recommended that you add this item to your pre-move-in "to-do" list. Failure to comply with this requirement is a violation of your lease agreement. For further information, please contact the Carpet Inspection Group at goodneighbor@stuytown.com.
- Brackets for shades, blinds and curtain rods should be attached to the side and front of the steel casement frame that surrounds the window. These items should not be affixed to the window frame or the walls. A #6 gauge sheet metal screw should be used.
- Mail is delivered by the U.S. Postal Service. The following information should be included in your mailing address:
 - Your Name
 - Building Address
 - Apartment #
 - New York, NY 10009 (Stuyvesant Town) 10010 (Peter Cooper Village)
- Direct your maintenance issues to your New Resident Liaison, Monday-Friday, 9:00AM-6:00PM by calling 212.420.4949. During evening hours and weekends please contact Resident Services at 212.420.5000, option 1.
- Screens may be purchased for the windows in your apartment. Contact your New Resident Liaison to schedule an appointment by calling 212.420.4949. Once purchased and installed, the screens become the resident's property. Any screens left behind after you vacate your apartment will become the property of StuyTown.
- Window guards are required by law to be installed in all windows in the apartment when a child under the age of eleven (ten years old or younger) lives in the apartment as well as in any apartment located on a Terrace/Basement, Main or First Floor. If window guards are not present when you move-in, please contact your New Resident Liaison to schedule an installation appointment by calling 212.420.4949. There is a nominal material fee.

USEFUL STUYTOWN LOCATIONS

1. **PUBLIC SAFETY OFFICE**
2 Stuyvesant Oval
212.598.5233
2. **OVAL SERVICES**
17A Stuyvesant Oval
212.375.8110
3. **LEASING OFFICE**
252 1st Avenue
877.894.4979
4. **MANAGEMENT OFFICE**
276 1st Avenue Loop
212.420.5000
5. **WELCOME CENTER**
250 1st Avenue
212.420.4949



STEP 1 - SELECT A MOVING COMPANY

If you plan to use a moving company other than one of the company's listed below, feel free to skip this STEP and go directly to **STEP 2: Submission of a Certificate of Insurance by Your Moving Company.**

If you need to select a mover, there's no need to worry or spend hours shopping the countless moving companies that service the five boroughs and beyond.

As a new resident, you have exclusive access to the free moving coordination services provided by Oval Services, StuyTown's on-site concierge! Just call 212.375.8110 and an Oval Services staff member will ask you a few questions about the date and size of your move, then make all of the scheduling arrangements you'll need in order to obtain free estimates from one or more of their pre-screened, reputable movers.

Due to their long-standing relationship with Oval Services, these high quality vendors have agreed to **special deals that could save you anywhere between \$100 and \$400.**

Oval Services is located at 17A Stuyvesant Oval on the 1st Avenue Loop.

The prices and descriptions below were provided by Oval Services for illustration purposes only and may be subject to change at any time without notice. Pricing may vary based on time of year, availability, and peak periods.

OZ MOVING

Experienced in local and long distance moves. Through OS, you'll also receive 5 FREE wardrobe boxes in addition to a FREE TV box.	Book Through OS	Compare At	Savings
One bedroom / based on 750 square feet	\$900	\$1,000	\$100
Two bedroom / based on 1,000 square feet	\$1,200	\$1,350	\$150
Three bedroom / based on 1,200 square feet	\$1,350	\$1,500	\$150

FLAT RATE MOVING

A NYC staple for solid value and price guarantees with no extra fees.	Book Through OS	Compare At	Savings
One bedroom / based on 710 square feet	\$895	\$1,125	\$230
Two bedroom / based on 1,000 square feet	\$1,395	\$1,750	\$355
Three bedroom / based on 1,200 square feet	\$1,695	\$2,130	\$435

SEAMAN'S MOVING

Excellent customer service and attention to detail. Through OS, you'll also receive 20 FREE boxes for packing.	Book Through OS	Compare At	Savings
One bedroom / based on 800 square feet	\$880	\$1,120	\$240
Two bedroom / based on 1,000 square feet	\$1,100	\$1,400	\$300
Two bedroom / based on 1,200 square feet	\$1,320	\$1,680	\$360

STEP 2 – SUBMISSION OF A CERTIFICATE OF INSURANCE BY YOUR MOVING COMPANY

The Certificate of Insurance should be e-mailed to newresidentliaison@stuytown.com prior to your move-in date. You can find a sample at the end of this packet.

STEP 4 – ACTIVATE YOUR INTERNET / CABLE SERVICE(S)

All new residents have exclusive access to free telecom activation services provided by Oval Services!

Call 212.375.8110 and an Oval Services staff member will ask you a few questions regarding your telecom needs and take you through the sign-up process in as few as 15 minutes. Best of all, there's no need to speak with three different customer service representatives.

Whether your move will take place in just a few days or is still weeks away, it's not too early to activate your TV, internet and phone service(s) to ensure that you have an appointment scheduled for you after your lease begins.

Please call Oval Services for Verizon FiOS and RCN rates and packages.

Time Warner Cable is also available on property but cannot be activated through Oval Services.

Please note: One phone jack is provided in the apartment; additional outlets are your responsibility.

CERTIFICATE OF LIABILITY INSURANCE										DATE (MM/DD/YY)	
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.											
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).											
PRODUCER					CONTACT NAME: PHONE (A/C, No, Ext) FAX (A/C, No) E-MAIL ADDRESS: INSURERS AFFORDING COVERAGE NAIC # INSURER A: (Insurer must have a rating of A or higher.)						
INSURED Sample Certificate of Insurance – Moderate Risk					INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:						
COVERAGES			CERTIFICATE NUMBER:			REVISION NUMBER:					
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.											
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF DATE(MM/DD/YY)	POLICY EXP DATE(MM/DD/YY)	LIMITS				
	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY CLAIMS MADE OCCUR _____ _____ GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PROJECT LOC						EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS-COMP/OP AGG \$ 2,000,000				
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY(Per accident) \$ PROPERTY DAMAGE (Per accident) \$				
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS MADE DED RETENTION \$						EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000				
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						x WC STATU-ORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 EL DISEASE-EA EMPLOYEE \$ 1,000,000 EL DISEASE - POLICY LIMIT \$ 1,000,000				
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)											
<p>BPP STPCV LOWER REIT INC. AND ANY OF ITS SUBSIDIARIES; INCLUDING, WITHOUT LIMITATION, BPP ST OWNER LLC, BPP PCV OWNER LLC, AND STUYTOWN PROPERTY SERVICES; EMPIRE CORE GROUP LLC; AND ANY PERSON OR ENTITY THAT DIRECTLY OR INDIRECTLY OWNS ANY ECONOMIC OR OTHER INTEREST IN BPP STPCV LOWER REIT INC. AND ANY OF ITS SUBSIDIARIES; OR IN ANY SUCH PERSON OR ENTITY, INCLUDING ANY GENERAL PARTNERSHIP OR SIMILAR INTEREST IN ANY OF THE FOREGOING; AND ANY MANAGER OR PROPERTY MANAGER OF, OR LENDER TO, OR PERSON OR ENTITY OTHERWISE ENTITLED TO ACT ON BEHALF OF, ANY OF THE FOREGOING; AND ANY AFFILIATES, RELATED PERSONS, SUCCESSORS, ASSIGNS OR DIRECT OR INDIRECT OWNERS OF ANY OF THE FOREGOING have been included as an additional insured on the general liability policy.</p>											
CERTIFICATE HOLDER					CANCELLATION						
StuyTown Property Services Attn: Risk Management 276 First Avenue Loop New York, NY 10009					SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE						

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The certificate of Insurance does not constitute a contract between the Issuing Insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.