

TENANT GUIDE

# KEW BUILDINGS

1123 AND 1133 BROADWAY

## **Kew Management Corporation Buildings**

### **New York City**

1123 Broadway—The Townsend

1133 Broadway—The St. James

11 West 25th Street

255 Fifth Avenue

40 West 29th Street (Under Development)

227 West 29th Street

1422 St. Nicholas Avenue

1428 St. Nicholas Avenue

### **Long Island**

220 Rabro Drive

### **New Jersey**

Cloister Apartments

For additional information about Kew Management Corporation, building information, policies, and the latest news and developments, please visit our website at [www.kewmanagement.com](http://www.kewmanagement.com)

Company policies, policy updates, and other important information can be found in the Tenant Center of the [www.kewmanagement.com](http://www.kewmanagement.com) website.

# KEW BUILDINGS TENANT GUIDE

1123 AND 1133 BROADWAY



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# CONTACT INFORMATION

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## 1.1

### EMERGENCIES

911

Police Department (13th Precinct)  
230 East 21st Street, New York, NY 10010  
(212) 477-7411

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## 1.2

### MAINTENANCE ISSUES

You can submit work orders any time at  
[kewmanagement.workspeed.com](http://kewmanagement.workspeed.com)

**Monday to Friday, 9:00 a.m. – 5:30 p.m.:** Contact the Kew  
Office: (212) 255-3346

**Other Times:** Contact Kew's Emergency Answering Service:  
(844) 539-6468 or (844) (KEW-MGMT)

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## 1.3

### BUILDING CONTACTS

1123 Broadway — The Townsend

Lobby Security: (212) 255-8522

Manned from 8:30 a.m. to 11:00 p.m. Weekdays.

1133 Broadway — St. James Building

Lobby Security: (212) 929-2289

Manned 24/7.

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# 1.4

## KEW MANAGEMENT CONTACTS

### KEW MANAGEMENT OFFICE

1123 Broadway, Suite 407  
New York, NY 10010  
(212) 255-3346

### WEBSITE

[kewmanagement.com](http://kewmanagement.com)

### BUILDING SERVICES INQUIRIES

*All maintenance issues can be reported directly on:*  
[kewmanagement.workspeed.com](http://kewmanagement.workspeed.com)

*For all questions regarding building maintenance and repair during business hours:*

Peter Dine, Vice President, Operations  
[pdine@kewmanagement.com](mailto:pdine@kewmanagement.com)  
(212) 255-3346 ext. 129

or

Christian DiCroce, Assistant Property Manager  
[cdcroce@kewmanagement.com](mailto:cdcroce@kewmanagement.com)  
(212) 255-3346 ext. 118

*For all questions regarding building maintenance and repair after business hours and on weekends:*

Kew's Emergency Answering Service  
(844) 539-6468 or (844) (KEW-MGMT)

### LEASING INQUIRIES

*For all questions regarding new spaces, lease renewals, and lease expirations:*  
(212) 255-3346



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## **BILLING INQUIRIES**

*For all questions regarding billing charges, real estate taxes, and other charges:*

Lisa Austin, Director of Administration

laustin@kewmanagement.com

(212) 255-3346 ext. 116

## **TENANT LEASE SECURITY & RENT PAYMENT INQUIRIES**

*For all questions regarding security deposits, rent payments, and account status:*

Dennis Winkler, Credit and Collections Supervisor

dwinkler@kewmanagement.com

(212) 255-3346 ext. 114

## **WEBSITE INQUIRIES**

*For all questions regarding updates:*

Richard Falk, Director of Communications and Marketing

rfalk@kewmanagement.com

(212) 255-3346 ext. 120

## **BUSINESS CENTER**

*Located in 1133 Broadway, Room 221*

center@kewmanagement.com

(212) 243-3600

## **OUR NEIGHBORHOOD**

*To keep up on neighborhood news, visit:*

ExperienceNomad.com

SECTION

# 2

PHOTO: © DAVID LUBARSKY

# NOMAD DISTRICT

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## 2.1

### OUR NEIGHBORHOOD

The NoMad District is New York City's quintessential neighborhood that buzzes with a unique energy day and night. The streets are steeped in history and lined with handsome buildings, world-class hotels, wonderful restaurants, exciting nightspots, and unique retail shops. NoMad was the center of New York life in the Gilded Age, and the neighborhood has seen a major resurgence due to its fine architecture and the beautifully restored Madison Square Park.

Centrally located in Manhattan with easy access to the entire city, NoMad is the current hub of New York's creative and tech industries. It is surging with stunning new residential buildings, furthering NoMad's reputation as a live/work neighborhood.

Increasingly, celebrities and affluent professionals are residing here, and companies such as Tiffany, Sony, Anheuser-Busch, Grey, Zillow and Porcelanosa have relocated to NoMad, joining companies such as New York Life, Met Life, and CBS.

The area's hotels are setting a standard for the city and the world, and some of the country's leading chefs, such as Daniel Humm and Jonathan Benno, are serving up meals in NoMad's beautiful spaces.

NoMad is also home to unique retailers, such as Marimekko, Eataly, Todd Snyder, and Rizzoli. And at night, jazz and comedy clubs, rooftop bars, and dozens of world-class mixologists make NoMad an exciting scene.

# SECTION

# 5



PHOTO: © DAVID LUBARSKY

# NEW TENANT INFORMATION

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## 3.1

### OFFICE KEYS

Once your lease has been executed and you have received a "room ready" notification and submitted an accepted COI, you must make an appointment for an orientation and to pick up keys to your new office.

Kew Management does not keep copies of tenant keys. If you get locked out or forget/lose your keys, we will not be able to open your door. If you come to the Kew office, we can arrange for a locksmith to help you. In these cases, we will bill the locksmith's fees to you with the following month's rent bill.

## 3.2

### RESTROOM KEYS

You will receive keys for the women's and men's rooms when you pick up your office keys. Duplicate keys can be obtained at a cost of \$7.50 per key at the Kew Management office.

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## 3.3

### TELEPHONE & INTERNET SERVICE

Kew Management does not supply telephone or Internet service. Service should be arranged through the following providers:

#### **PHONE, INTERNET AND TV (1123 and 1133 Broadway)**

Spectrum (formerly TWC): (212) 358-0900, [official.spectrum.com](http://official.spectrum.com)  
Verizon and FIOS: (877) 728-7469, [verizon.com/business](http://verizon.com/business)

#### **INTERNET SERVICE (1123 Broadway only)**

Pilot Fiber: (855) 578-5500, [pilotfiber.com](http://pilotfiber.com)

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## 3.4

### TENANT ELECTRICITY

In cases where the electricity is on a "rent-inclusion" basis, the monthly cost of electricity will appear on the tenant rent bill. Those on a "rent-inclusion basis" need to take no action upon move-in.

Where electricity is directly metered from Con Edison, it is the tenant's sole responsibility and obligation to notify Con Edison at (800) 752-6633 that electric energy is to be switched from Kew Management and billed to the tenant's own name and account. This is to be completed no later than five days from the execution of the lease.

Tenants can set up an account through the ConEd website at [coned.com](http://coned.com). You can also email the executed lease to Con Edison at [customerservice@coned.com](mailto:customerservice@coned.com). You will receive detailed instructions when you call to switch service. Failure to do so will result in an interruption of service.

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## 3.5

### TENANT MOVE-IN

Advance written authorization from Kew Management is required before a tenant may move into the buildings.

Moves are expected to be made through freight entrances and during regular freight hours (see Section 4.3). Moves after hours cost \$80 per hour, with a required minimum of four hours. You can make arrangements for special use of the freight elevator three days in advance by contacting Peter Dine, Vice President, Operations, (212) 255-3346 ext. 129, pdine@kewmanagement.com or Christian DiCroce, Assistant Property Manager, (212) 255-3346 ext. 118, cdicroce@kewmanagement.com.

Tenants are required to submit to Kew Management a Certificate of Insurance (COI) from their moving contractors. See Certificate of Insurance, Section 5.10 for COI requirements.

See Freight Elevators, Section 5.21 for dimensions of freight cabs.

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## 3.6

### LOBBY DIRECTORY LISTINGS

Every tenant is entitled to three complimentary listings in the lobby directory. For each additional listing, there is a one-time set up fee of \$60 and a monthly service charge of \$30. Directory listings are limited to the legal name of the tenant company, approved sub-tenant companies and any DBAs registered with the Kew Management office. Tenants may also list principals and staff members as they wish.

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## 3.7

### OFFICE DOORS

No office entrance doors from the hallways are to be replaced, physically altered, or painted. Tenants will be required to repair or replace damaged doors.

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## 3.8

### OFFICE SIGNS

Standard office signs are required. These are the 7.5" x 8.5" signs with brushed aluminum edges and clear plexiglass panels holding a simple black and white printed sheet provided by Kew in a prescribed format. These required signs are located next to most office doors in both 1123 and 1133 Broadway.

Tenants are entitled to one lettered sign insert at no charge. There will be a charge for any changes or additions in signs. No changes may be made by a tenant to these signs. Any damage to Kew Management suite signage will be charged to the tenant.

If management finds non-compliant signs in the sign panels, the tenant will be charged \$50 for replacing the insert with another copy of the standard sign as required. If the panel itself is damaged, there will be a \$200 fee for the replacement of the sign, and a \$100 charge if only the lens needs to be replaced.

Non-standard signage is not permitted without written permission from Kew Management, either on office doors or nearby walls. Please make all sign and directory listing requests in writing or via email to Yessy Ortiz, Front Desk Coordinator, (212) 255-3346 ext. 110, yortiz@kewmanagement.com.

Any damage done to walls and/or doors as a result of unapproved signs will be repaired and the costs billed to the tenant.

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## 3.9

### ONLINE TENANT TOOLS

In the Tenant Center on the Kew website, you will find: **ClickPay**, which allows you to check your current account balance, view your statement, sign up for Ebill, and make payments online, at any time; and **Workspeed**, which allows you to enter maintenance requests and track them).



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Additionally, this section includes: Kew phone numbers, important documents, tenant forms, information about the Business Center, a directory of tenants and their services, and tenant news.

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## 3.10 PREMISES ALTERATIONS

Tenants must obtain written approval prior to the commencement of alterations to their premises. When planning alterations, additions or installations, tenants are required to submit the following information to Kew Management:

1. All plans, specifications, samples, etc.
2. Applicable trade licenses (i.e. plumbing and electrical) required by the City of New York.
3. Work permit(s).
4. Proper contractor's insurance (COI) including, but not limited to, worker's compensation, general liability, and personal and property damage insurance. See Certificate of Insurance, Section 5.10 for COI requirements.

No work is permitted until written approval from Kew Management has been given.

SECTION



4

# BUILDING HOURS & SECURITY

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## 4.1

### LOBBY HOURS

**1123 Broadway — The Townsend Building**

8:00 a.m. – 11:00 p.m. on weekdays

On weekends and from 11 p.m. to 8 a.m. weekdays, access to The Townsend Building is through the Lobby of the St. James Building and via the second floor passageway between the St. James and The Townsend.

**1133 Broadway — St. James Building**

24-hour access, seven days a week

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## 4.2

### ENTRY SECURITY & BUILDING PASSES

All people entering the buildings must show a photo ID to the guard.

As a convenience, tenants of Kew Management buildings can enter the building quickly by showing a Kew Management Building Pass.

Non-tenants must show a picture ID and be signed in by the guard.

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## 4.2 continued

Tenant building passes may be obtained at the Kew Management office.

Requests for passes are to be made to Yessy Ortiz, Front Desk Coordinator, (212) 255-3346 ext. 110, yortiz@kewmanagement.com. Requests must be on company letterhead and signed by a principal or officer of the company.

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# 4.3

## FREIGHT HOURS & FREIGHT ENTRANCE ADDRESSES

### Freight Hours

Monday – Friday

8:30 a.m. – 12:00 p.m. and 1:00 p.m. – 5:30 p.m.

### Freight Locations

1123 Broadway Freight Entrance: 9 West 25th Street

1133 Broadway Freight Entrance: 8 West 26th Street

There is no freight service on weekdays after hours and no freight service at all on weekends, except by prior arrangement with Kew Management. After hours, freight elevator service is \$80 per hour, with a minimum of four hours. Special requests must be made three days in advance. Please contact Peter Dine, Vice President, Operations, (212) 255-3346 ext. 129, pdine@kewmanagement.com or Christian DiCroce, Assistant Property Manager, (212) 255-3346 ext. 118, cdicroce@kewmanagement.com.

Use of the freight elevator is on a first-come, first-served basis, and no promises can be made that the elevator will be available at the time needed. If you notify the office well in advance, we will try to avoid conflicts.

A Permission to Move Items In or Out form, signed by a member of Kew's office staff, authorizing the removal of the packages, bundles, boxes, cartons, etc. must be presented to the freight elevator operator.

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## 4.4

### EXITING WITH PARCELS

No large packages, especially those which require dollies or hand trucks, may be brought through the lobby.

People exiting through the main lobby carrying large packages will be required to submit an authorization form signed by a principal of the tenant firm stating that the person has permission to exit with the package. The authorization form (Permission to Move Items In or Out) can be downloaded at the Tenant Center on the Kew website [kewmanagement.com/key-information/](http://kewmanagement.com/key-information/).

Under no circumstance will anyone with large parcels be permitted to exit without proper authorization. Decisions to allow the removal of packages with or without an authorization form is solely at the discretion of the lobby security guards. This is for the protection of all our tenants.

All oversized packages, bundles, boxes, etc. that are too large to be removed through the passenger elevators and front lobby are to be removed through the freight elevator.

In the case of a package that must be removed through the freight elevator or a complete tenant move out, request a Permission to Move Items In or Out form at the Kew Management office or download one at the Tenant Center ([kewmanagement.com/key-information/](http://kewmanagement.com/key-information/)) on the Kew website, fill it out, and bring it to the office for the mandatory sign off by a Kew office staff member.

A completed form (signed by both the tenant and Kew Management) must be presented to the freight elevator operator.

# 4.5

## HOLIDAY SERVICE SCHEDULE

The Townsend and St. James Buildings are open 24 hours a day all year long. Below is a schedule of lobby openings and services.

HOLIDAYS	1123 Lobby Closed 1133 Lobby Open No Maintenance No Freight or Trash	1123 & 1133 Lobby Open Limited Maintenance No Freight or Trash
New Year's Day	●	
Martin Luther King Day		●
Presidents' Day	●	
Good Friday		●
Memorial Day	●	
Independence Day	●	
Labor Day	●	
Columbus Day		●
Thanksgiving Day	●	
Christmas Day	●	



# SECTION





# GENERAL BUILDING POLICIES

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## 5.1

### HELPFUL ONLINE TOOLS

Kew Management is always seeking ways to make it easier for you to interact with us. The Kew website contains a dedicated Tenant Center ([kewmanagement.com/tenant-center](http://kewmanagement.com/tenant-center)) to provide you with a single place to get help. Included in the section are two online services and many other tools that can make your tenancy easier.

## 5.2

### PAYING RENT: CLICKPAY

The first service in the Tenant Center is **ClickPay**, which allows you to view your balance online at any time; choose the method of receiving your monthly rent statement; and pay your rent statements from your smart phone, computer, tablet or other media device. Payments can be made online by e-Check (ACH) from a bank account (Free) or by credit card (Fee).

If you have not done so, it is easy to set up an account. Just follow the instructions below.

1. Go to: [kewmanagement.com/tenant-login/](http://kewmanagement.com/tenant-login/)
2. Create your **online profile**

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## 5.2 continued

3. Add **Your Unit** using the account number found on your current statement.
4. Add your **Payment Option** (e-Check for FREE or Credit Card for a FEE).
5. Set up **Automatic Payments** or click **Pay Now** to make one-time payments.

For questions regarding online payments, contact **ClickPay**.

Online: [clickpay.com/help](https://clickpay.com/help)

By email: [support@clickpay.com](mailto:support@clickpay.com)

By phone: (800) 533-7901 (opt 1)

If you pay by Online Bill Pay, please notify your bank of the change in address immediately.

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## 5.3

### PAYING RENT: CHECK OR MONEY ORDER

If you want to pay your rent by paper check or money order, please mail payments with the remittance slip to this address:

Kew Management Corporation  
P.O. Box 200  
Emerson, NJ 07630

Please remember to write your account identifier in the notes section of your check.

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## 5.4

### MAKING MAINTENANCE REQUESTS

The second service in the Tenant Center is **Workspeed**, which is a system that will allow you to enter maintenance requests and check their progress. It also allows our property management team to keep track of tickets and monitor how quickly your requests are being addressed.

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New users will receive a login and simple guide when their lease is entered in the system. Other tenants who need changes to their Workspeed account should contact Christian DiCroce, Assistant Property Manager, (212) 255-3346 ext. 118, [cdcroce@kewmanagement.com](mailto:cdcroce@kewmanagement.com).

There is a helpful FAQ sheet that answers in detail many questions you may have. Please take time to read through it. You can download a copy at:  
[kewmanagement.com/key-information](http://kewmanagement.com/key-information)

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## 5.5

### OTHER ONLINE TOOLS

Also in the Tenant Section, [kewmanagement.com/tenant](http://kewmanagement.com/tenant) you will find:

- Kew telephone numbers;
- Important documents;
- Tenant forms;
- Information about the Business Center;
- A directory of tenants and their services. (Any tenant that is not in the directory but would like to be, please contact Yessy Ortiz, Front Desk Coordinator, (212) 255-3346 ext. 110, [yortiz@kewmanagement.com](mailto:yortiz@kewmanagement.com)); and
- News about your fellow tenants and their achievements.

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## 5.6

### BUSINESS CENTER

St. James Building, Room 221  
Hours: 8:00 a.m. – 6:00 p.m.  
Phone: (212) 243-3600

Kew Management has long maintained a Business Center to meet the unique needs of our tenants and to help them be more competitive. Our goal is to provide services that tenants

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## 5.6 continued

cannot complete in-house and to augment tenant staffs on an as-needed basis.

Services provided by The Business Center:

- Copying and printing
- Presentation and booklet preparation
- Shipping services
- Mail and package receiving services
- Scanning and shredding
- Messenger services
- Conference room rental, and much more

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## 5.7

### OFFICE KEYS

See New Tenant Information, Section 3.1.

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## 5.8

### RESTROOM KEYS

See New Tenant Information, Section 3.2.

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## 5.9

### TELEPHONE & INTERNET SERVICE

See New Tenant Information, Section 3.3.

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## 5.10

### CERTIFICATE OF INSURANCE

Every tenant company is required by its lease to maintain an updated Certificate of Insurance (COI) filed with Kew Management. The COI should comply with the suggested types of limits of insurance as per the specified provisions:

- 
- General Liability
  - Excess Liability/Umbrella
  - Workers Compensation
  - All Risk Property Insurance

In addition to the Certificate Holder, each certificate should list as:

**For 1123 Broadway**

Kew Management Corporation and 1123 Townsend LLC  
1123 Broadway, Suite 407, New York, NY 10010

**For 1133 Broadway**

Kew Management Corporation and 1133 St. James LLC  
1123 Broadway, Suite 407, New York, NY 10010

Under "Insured," the Certificate must reflect your office address and suite number at our property for it to be valid. You should also include an endorsement page along with your Certificate of Insurance when there is a change of address.

All Certificates or policy termination notices should be sent via email to Christian DiCroce, Assistant Property Manager at [cdcroce@kewmanagement.com](mailto:cdcroce@kewmanagement.com).

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## 5.11 TENANT ELECTRICITY

See New Tenant Information, Section 3.4.

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## 5.12 OFFICE DOORS

Office doors are to be kept closed, except when being used to enter or exit the tenant space. Please observe this rule at all times to ensure the comfort of fellow tenants and to maintain a professional atmosphere.

We recommend that when you leave your space, even for a short time, you should always lock your door.

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## 5.13

### AIR-CONDITIONING INSTALLATION & CHARGES

Tenants are responsible for providing and installing air conditioning, if desired. High-efficiency window units are suggested.

Before any air-conditioning unit is installed, prior authorization from Kew Management is required. All installations are to be completed by a member of the building staff for a fee. Staff charges for installing air-conditioning units are \$300 in the bottom of the window and \$400 at the top of the window. The cost for removal of an air-conditioning unit is \$150.

If you are planning to install an air-conditioning unit, please contact Peter Dine, Vice President, Operations, (212) 255-3346 ext. 129, [pdine@kewmanagement.com](mailto:pdine@kewmanagement.com) or Christian DiCroce, Assistant Property Manager, (212) 255-3346 ext. 118, [cdicroce@kewmanagement.com](mailto:cdicroce@kewmanagement.com).

Kew Management will bill tenants who have rent inclusion electricity once a year in June for A/C electrical usage. Tenants who are billed directly will receive their bill from Con Edison.

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## 5.14

### AIR-CONDITIONING MAINTENANCE

Air conditioning units that exist in premises prior to lease commencement are loaned to the tenant during the term of lease. Tenants are responsible for maintaining these units at their expense. Departing tenants will be subject to a reduction of the security deposit at the end of their tenancy should air conditioning units be damaged or missing.

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## 5.15 WINDOWS

It is against the law to place an object of any kind (plants, thermometers, food, etc.) on the outside windowsills. This creates a potential hazard for people in the street below. Likewise, it is unlawful to throw anything out of the windows. If a tenant is caught doing either of the above, it will be considered a breach of the lease, and the tenant will be asked to vacate the building.

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## 5.16 BUILDING TRASH & RECYCLING

NYC implemented a new recycling law as of August 1, 2017. All businesses and landlords in New York City are required to recycle certain materials and ensure to their best ability that those recyclable materials are properly handled.

In order to fully comply with the new recycling rules and regulations, there are two trash cans on each floor for disposal of tenant waste — one for wet trash/garbage and one for recyclable materials. In 1123, these bins are located in the janitor's closet on each floor, next to the bathrooms. In 1133, these bins are currently in the hallway near the freight elevator. (Plans are being made to move these to an enclosed storage area on each floor, and we will advise you when this is imminent). In order to minimize smells and pests, please dispose of your office waste in the appropriate bins at the end of each day. For more details on this policy, see the NYC Commercial Recycling Notice in the Tenant Center of the Kew website under Key Information.

Trash removal in excess of normal office usage is the responsibility of the tenant. Kew can provide such removal for a fee. To make trash removal arrangements, please contact Peter Dine, Vice President, Operations, (212) 255-3346 ext. 129, [pdine@kewmanagement.com](mailto:pdine@kewmanagement.com) or Christian DiCroce, Assistant Property Manager, (212) 255-3346 ext. 118, [cdcroce@kewmanagement.com](mailto:cdcroce@kewmanagement.com).





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## 5.17 SMOKING

The New York City Smoke-Free Air Act of 2002 prohibits smoking in all office buildings. This includes the buildings' lobbies, public corridors, elevators, stairways, bathrooms, all private offices, and the fire escapes — everywhere. A copy of the act can be found in the Tenant Center of the Kew website under Key Information and is included in the Tenant Information Kit you receive at orientation.

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## 5.18 FIRE PRECAUTIONS

Fire and evacuation emergency procedures are posted at the fire station on each floor. At the fire station, you will also find a phone that connects directly with the fire command stations in the lobbies. There are posted fire exit floor plans and signs pointing to the two fire exits on every floor.

All tenants and their employees should familiarize themselves with the fire instructions and fire egress paths.

Fire drills are held every six months, and you are required to participate in these by law. Your participation and attention to fire drills may save your life or that of a fellow tenant.

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## 5.19 RULES GOVERNING LOBBY & PUBLIC SPACES

Access to the buildings may be denied to anyone deemed to be a danger to themselves or others.

Security guards are not permitted to accept packages or to watch any items in the lobby.

No items may be stored in the lobby by any tenant or visitor.

Freight, hand trucks, and bicycles are not permitted to enter the building through the lobbies. All of these must be brought through the freight entrances. See Bicycles, Section 5.22.

Dogs are permitted through the lobbies and public spaces and in the passenger elevators only if they are on a leash. See Dogs, Section 5.23.

Kew reserves the right to examine any large bags, backpacks or other packages entering the buildings.

Messengers must sign in.

Kew reserves the right to ask anyone wearing a hat or hood to remove it for security reasons.

Soliciting and distributing flyers, menus or other promotions are not permitted in the buildings. This policy applies to tenants as well as outsiders. Our security guards will try to prevent the entry of people soliciting or distributing material, but if you see either of these activities, contact the Kew Management office immediately so we can identify the violators and prevent their reentry.

No furniture or other objects, including noise machines, chairs, etc. are to be placed in the hallways by tenants, even for a brief time.

Slop sinks in the porters' closets are for use by members of the building staff only; these are off-limits to tenants.

It is not permitted to hang any signs (temporary or permanent) in the hallways, stairwells, elevators or lobbies of the buildings without the expressed approval of Kew Management. Any such signs will be removed immediately.

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## 5.20 FREIGHT ELEVATORS

Freight hours are 8:30 a.m. – 12:00 p.m. and 1:00 p.m. – 5:30 p.m. on weekdays. No one except the freight elevator operators may operate the freight elevators. Kew does not guarantee the availability of the freight elevator to anyone at any specific time.

The freight elevators may not be reserved during normal operating hours, and they cannot be restricted to the exclusive use of any one tenant during normal operating hours.

No one is allowed in the freight elevators without freight, except if entering with a bike or dog or there is an emergency.

The freight operator must have enough space to operate the elevator. In the event the elevator car is loaded with freight beyond the comfortable limit of the freight elevator operator, items must be removed prior to the elevator's operation. This decision is solely at the discretion of the freight elevator operator.

Stacked packages may not exceed a height of six feet, including the hand truck they are on. Items exceeding the allowable height cannot be put on the freight elevator.

Any item deemed to be over 1,000 pounds will require an elevator mechanic to run the freight elevator. The hourly cost of the elevator mechanic is the responsibility of the tenant. Moving overweight items must be scheduled with Kew Management a minimum of five days in advance.

Requests for overtime freight elevator services on weekends and after hours on weekdays must be submitted three days in advance to Peter Dine, Vice President, Operations, (212) 255-3346 ext. 129, [pdine@kewmanagement.com](mailto:pdine@kewmanagement.com) or Christian DiCroce, Assistant Property Manager, (212) 255-3346 ext. 118, [cdicroce@kewmanagement.com](mailto:cdicroce@kewmanagement.com).

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## 5.20 continued

Requests must be made after tenant has received a Certificate of Insurance from their moving contractors. In addition to the certificate holder and Kew Management Corporation, each certificate should list 1123 Townsend LLC as an insured for 1123 and 1133 St. James LLC as an insured for 1133. There will be a charge for all overtime freight use. (See Section 3.5)

Freight cab inside dimensions are as follows:

1123 Broadway	1133 Broadway
Door Width 46"	Door Width 42"
Height 82.5"	Height 85"
Width 51"	Width 55"
Length 65"	Length 86"

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## 5.21 MAIL CHUTES

**Do not use mail chutes for outgoing mail.** Bring mail to the lobby and place it directly in the mailbox. The use of mail chutes has been outlawed by local fire codes. Additionally, mail inserted on upper floors may get stuck between floors and never make it to the lobby mailbox for pick up by the USPS.

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## 5.22 BICYCLES

If you ride a standard bicycle to the building, you must enter and leave through the freight elevator entrance at 9 West 25th for The Townsend and 8 West 26th for the St. James. Standard bicycles are not allowed through the lobbies at any time. Foldable bicycles may be brought though the lobby and into the passenger elevators. The freight elevator hours are 8:30 a.m. – 12:00 p.m. and from 1:00 p.m. – 5:30 p.m. You must enter and leave the buildings with a standard bike during these times. Standard bikes cannot enter the buildings on weekends.

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## 5.23 DOGS

Tenants and visitors may bring their dogs through the lobby and use the passenger elevators if they keep them on a leash. All dogs should be on a leash at all times while they are in the buildings' public spaces. No other animals are allowed in the buildings.

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## 5.24 LOBBY DIRECTORY LISTINGS

See New Tenant Information, Section 3.6.

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## 5.25 OFFICE SIGNS

See New Tenant Information, Section 3.8.

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## 5.26 PREMISES ALTERATIONS

See New Tenant Information, Section 3.10.

SECTION

6



# LEASE EXPIRATION INFORMATION

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## 6.1

### VACATE NOTIFICATION

All tenants wishing to vacate at the expiration of their lease or tenants on a month-to-month basis who wish to vacate must notify Kew Management that they plan to vacate the premises at least 30 days prior to the date when the last rent payment is due. **Notification must be in writing.** Such notice may be sent to the office or dropped off.

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## 6.2

### VACATE DATE

If a tenant's lease is ending, and the tenant does not plan to vacate at the end of the lease, Kew Management must be informed immediately. If a tenant remains in a space past the first of the month following the end of their lease, an additional month's rent at the new holdover rate will become due immediately.

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## 6.3

### KEYS

Premises are not considered vacant until keys have been

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### 6.3 continued

surrendered to Kew Management. Keys must be returned to the Kew Management office, not given to building staff members. Tenants should make sure they have a signed receipt for their keys so that they will not be billed for additional rent.

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## 6.4

### TENANT MOVE-OUT

Tenants must arrange the move-out date with Kew's Property Management staff three days in advance. Tenants are required to provide Kew Management with a Certificate of Liability Insurance (COI) from their moving contractors. See Certificate of Insurance, Section 5.10 for COI requirements.

To arrange a move out, please contact Peter Dine, Vice President, Operations, (212) 255-3346 ext. 129, [pdine@kewmanagement.com](mailto:pdine@kewmanagement.com) or Christian DiCroce, Assistant Property Manager, (212) 255-3346 ext. 118, [cdicroce@kewmanagement.com](mailto:cdicroce@kewmanagement.com).

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## 6.5

### PREMISE CONDITION

Tenants are expected to remove all furniture and debris from their space and deliver their premises in broom-clean condition upon moving out, as specified in the lease. Tenants may be required to remove buildouts and restore the space to its original condition per the terms of their lease. Any front door that has been damaged is to be repaired or replaced as needed.

Tenants will be billed accordingly should the room still contain furniture or debris, once the key has been returned to Kew.

Cleaning services by building employees are billed at \$75 per hour, plus rubbish removal costs. Please be aware that rubbish removal charges can be substantial.



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Prior to moving out, it is important for tenants to make arrangements for cleaning and rubbish removal services, should they need them. Please contact Christian DiCroce, Assistant Property Manager, (212) 255-3346 ext. 118, [cdcroce@kewmanagement.com](mailto:cdcroce@kewmanagement.com)

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## 6.6

### PERMISSION TO MOVE ITEMS IN AND OUT FORMS

A completed Permission to Move Items In or Out form (signed by both the tenant and Kew Management) must be presented to the freight elevator operator when vacating.

To obtain this form, you can request one at the Kew Management office or you can download one at the Tenant Center of the Kew website under Key Information.

Before moving out, print the form and e-mail it to Peter Dine, Vice President, Operations at [pdine@kewmanagement.com](mailto:pdine@kewmanagement.com) or Christian DiCroce, Assistant Property Manager at [cdcroce@kewmanagement.com](mailto:cdcroce@kewmanagement.com) for the mandatory sign off by a Kew staff member.

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## 6.7

### SECURITY DEPOSIT & FORWARDING ADDRESS

The tenant security deposit cannot be substituted as rent. Tenants must pay their monthly rent charges through the termination date. After a tenant vacates and keys have been returned to the Kew Management office, the security deposit will be mailed to the tenant's forwarding address. It is the responsibility of the vacating tenant to notify Kew Management of the forwarding address and telephone number.



Photographs, as noted, were taken by:

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