

TO: SHAREHOLDER/RESIDENT

FROM: Warwick Owners Corp.
c/o John B. Lovett & Associates, Ltd.
109-15 14th Avenue
College Point, NY 11356

DATE: February 13, 2017

ANNUAL NOTICE

PROTECT YOUR CHILD FROM LEAD PAINT POISONING AND WINDOW FALLS

New York City law requires that tenants living in buildings with 3 or more apartments complete this form and return it to the Managing Agent, each year. **If you do not return this form, your Managing Agent is required to visit your apartment to determine if children age 10 years or younger (under 11) live in your apartment.** If young children live in your apartment, the law requires your landlord to inspect for and properly install window guards and to inspect for and safely repair peeling paint.

Peeling Lead Paint

By law, your Managing Agent is required to inspect your apartment for peeling paint and other lead paint hazards once a year if a child 6 years of age (5 years or younger) lives with you.

- You must notify your Managing Agent in writing if a child under 6 comes to live with you during the year.
- If a child under 6 lives with you, your Managing Agent must inspect your apartment and provide you with the results of these paint inspections.
- **Always report peeling paint to your Managing Agent. Call 311 if your Managing Agent does not respond.**
- Your Managing Agent must use safe work practices to repair all peeling paint and other lead paint hazards.

These requirements apply to buildings with 3 or more apartments built before 1960. They also apply to buildings built between 1960 and 1978 if the Managing Agent knows that lead paint is present.

Window Guards

By law, your Managing Agent is required to install window guards in all your windows IF a child under 11 years of age (10 years or younger) lives with your, OR if you request them (even if no children live with you).

- **ONLY** windows that open to fire escapes, and one window in each first floor apartment when there is a fire escape on the outside of the building, are legally exempt from this requirement.
- **It is against the law** for you to interfere with installation, or remove window guards where they are required. Air conditioners in windows must be permanently installed.
- Window guards should be installed so there is no space greater than 4 1/2 inches above or below the guard, on the side of the guard, or between the bars.

These requirements apply to all buildings with 3 or more apartments, regardless of when they were built.

Please check all boxes that apply.

- A child age 6 years of age (5 years or younger) lives in my apartment
- A child age 11 years of age (10 years or younger) lives in my apartment and:
 - Window guards are installed in all windows as required.
 - Window guards need installation or repair
 - Window guards are NOT installed in all windows as required.
- No child age 11 years of age (10 years or younger) lives in my apartment:
 - I want window guards installed anyway
 - I have window guards, but they need repair.

Last Name First Name Middle Initial

Street Address Apt. # City State Zip Code Telephone Number

Signature Date

Deadline for return: February 24, 2017

Return form to: The Building Super or John B. Lovett & Assoc., Ltd., 109-15 14th Ave., College Point, NY 11356
Call 311 for more information on preventing window falls and lead poisoning.