ROCKROSE
4705 CENTER BLVD

APPLICATION PROCESS

Congratulations on deciding to make 4705 Center Blvd. your new home!

Please go to Rockrose.com to complete our online application by clicking "Apply Now" and selecting 4705 Center Blvd. You will be directed to RentCafe to register and submit an application.

Requirements:

- A completed on-line application for each lease holder, occupant and guarantor.
- $20 application fee per person, which covers a background and credit check.
- Employed applicants need to provide their 3 most recent, consecutive paystubs. If recently employed, we will accept a letter of employment that includes job title, annual salary, bonuses, and start date.
- Self-employed applicants need to provide a CPA letter and their 2 most recent Tax Returns (first 2 pages).
- Students need to provide proof of enrollment and current class schedule.
- All applicants need to provide a complete copy of their most recent bank statement.
- All applicants need to provide a copy of their current government issued photo ID
- In some cases, additional documentation may be requested to complete an application.

INCOME QUALIFICATION

Applicants are required to have an annual income that is equal to 45 times the amount of the monthly rent. For example, if the rent is $4,000 a month, an applicant must provide income documentation for no less than $180,000 (45 x $4,000). If the apartment is to be shared, the sum of all applicants' income will be considered.

GUARANTORS

If you do not meet the financial requirements, you may use a guarantor. Guarantors are required to have an annual income that is equal to 75 times the monthly rent and must be from the tri-state area. If you do not have a guarantor that meets our requirements, we also work with The Guarantors, a lease guarantee option via rental bond. Please speak to one of our leasing agents for more details.

LEASE SIGNING

Once your application is approved, you will receive an email with a secure link to electronically sign your lease. Every lease holder and guarantor will receive their own unique link to complete their portion of the lease signing. Upon completion, you are required to pay one month's rent and a security deposit through Bilt Rewards (BiltRewards.com) via ACH (electronic check) at no additional charge, or by credit card for a minimal fee.

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SECURITY DEPOSIT

A security deposit equal to one month's rent is required at lease signing. For qualified applicants looking to reduce their upfront moving costs, we offer a security deposit replacement program through The Guarantors. Please inquire within for additional information.

RENT PAYMENT

We accept electronic rent payments through BILT Rewards (BiltRewards.com) where you can pay monthly online or enroll in automatic payments (auto pay). ACH (electronic check) payments are accepted at no additional charge. Credit card payments are subject to a minimal fee.

AMENITIES

You can access and enjoy all the amenities listed below for $85 a month/per person.

Resident Lounge / Private Party Room ($225/3 hours) / Video Gaming Room / Social Media / Music Room

Tween Play Room / Children's Play Room / Dining Room in Play Area / 47-05 Center Roof Terrace

If you have any questions, please contact us at 4705Center@Rockrose.com or (718) 606-1879.

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WELCOME

WELCOME TO 4705 CENTER BLVD LONG ISLAND CITY, NY 11109

Below is important set-up information and a contact list. Enjoy your new home!

1. **SCHEDULE MOVE IN –** Movers must have a certificate of insurance (COI). See attached form and send back prior to reserving elevator. Contact front desk at (718) 606-9947 to schedule.

2. **ELECTRICITY –** You must set up your electricity with Con Edison by calling (800) 752-6633 or online at www.coned.com.
   YOU WILL NEED: 1) Your apartment number 2) your move-in date, and 3) a valid form of identification.

3. **RENT PAYMENTS** – Due on the 1st of each month. Rent can be paid using one of the listed methods below.
   - **A. BILT Rewards -** Setup automatic ACH electronic check payments through your banking institution or with a debit/credit card at www.biltrewards.com
   - **B. Mail -** send a check with your building and apartment # in the memo to:
     Rockrose c/o BILT CC
     P.O. Box 51103
     Livonia, MI 48151

4. **RENTER'S INSURANCE –** Your lease requires you to have renter's insurance. Send proof of insurance to Erol.Mema@Rockrose.com.

5. **SERVICE SET UP –** Choice of providers for cable, internet, phone service.
   Astound: (212) 842-7721 Nick.Seita@astound.com
   Verizon: (917) 426-1301 Carter.Horton@v-rep.com
   SPECTRUM: (929) 218-5539 Susana.Villacis@charter.com

6. **BUILDING LINK –** You will receive automatically receive an email from Building Link with sign-up instructions. For detailed information on Building Link, see the attached sheet.

7. **MAINTENANCE REQUESTS –** Yardi RentCafe is used submitting and tracking maintenance requests. For more information, see the attached sheet.

DIRECTORY

CONTACT	PHONE	EMAIL
Resident Manager: Erol Mema	(718) 606-9707	Erol.Mema@Rockrose.com
Lobby Front Desk	(718) 606-9947	
Property Manager: Hayward Shine	(212) 847-3755	Hayward.Shine@Rockrose.com
Leasing Renewal Questions: Priscilla Fox	(212) 847-3738	Priscilla.Fox@Rockrose.com
Billing Inquiries	N/A	Support@Biltrewards.com

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CERTIFICATE OF INSURANCE

LIABILITY INSURANCE MEMORANDUM

Please be advised that Rockrose Development L.L.C. requires a properly completed Certificate of Liability Insurance from **each moving company** at least one (1) week **BEFORE** the mover is allowed to commence any scheduled move-ins or move-outs.

A minimum of One Million Dollars ($1,000,000) per occurrence and **Two Million Dollars ($2,000,000)** general aggregate, is required for Commercial General Liability, including Personal & Adv. Injury**. A minimum of Five Million Dollars ($5,000,000)** is required for excess/umbrella liability coverage. **A minimum of One Million Dollars ($1,000,000)** is required for Automobile Liability per occurrence. Workers compensation insurance coverage amount must adhere to statutory limits.

The certificate of Liability Insurance should be completed individually for each entity as follows:

Certificate Holder(s):

47-05 Center SPE L.L.C.
C/O Rockrose Development L.L.C., as agent
15 East 26th Street, 7th, FL.
New York, NY, 10010

Description:

Location:
47-05 Center Blvd., Long Island City, NY, 11109

Include:
Apartment Number
Date of move/delivery
Indicate whether it's move-in, move-out, or delivery

List of Additional Insured:

47-05 Center SPE L.L.C., Rockrose Development L.L.C., Rockrose Development I Corp, Rockrose Development L.L.C. and their respective directors, shareholders, partners, officers, members, affiliates, subsidiaries, managers, agents, employees, companies, corporations, partnerships, limited liability partnerships, limited liability companies, firms, trusts, trustees, successors, assigns, mortgagees and/or other designees of any of the above are additional insured as required by written contract. Coverage is primary and non-contributory. The named insured waives their right of subrogation against the certificate holder and all additional insureds. The general liability & umbrella policies do not have a third-party action over exclusion related to New York Labor Law.

EMAIL completed Certificate of Liability Insurance Erol.Mema@Rockrose.com OR

Mail original Certificate of Liability Insurance to: 4705 Center SPE L.L.C.

C/O Rockrose Development L.L.C., as agent

15 East 26th Street, 7th FL. New York, NY, 10010

If you have any questions, please email Erol Mema at Erol.Mema@Rockrose.com .

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RENT PAYMENT

Rent is due on the 1st of each month.

You can pay via Bilt Rewards using three different methods.

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1. MAKE PAYMENTS ONLINE USING ELECTRONIC CHECKS (ACH)

You can automate eCheck payments by contacting your banking institution.

2. USE A DEBIT OR CREDIT CARD (VISA, MASTERCARD, DISCOVER, OR AMERICAN EXPRESS)

There is a 3.5% fee* for all credit and debit card transactions.

*Rates are subject to change.

3. MAIL A CHECK TO:

Rockrose Development L.L.C.

P.O. Box 51103

Livonia, MI 48151

On the check, include your:

- ❑ Building
- ❑ Apartment Number
- ❑ Account Number (t-code)

Sign-up for BILT Rewards by visiting www.biltrewards.com or by downloading the Bilt App.

For technical help. Please contact Support@biltrewards.com .

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BUILDING LINK

4705 Center Blvd utilizes Building Link, an online service for building management, staff and residents to communicate. Log-in at 4705center.com.

FEATURES

- Send an e-mail message to your Resident Manager
- Access your building's notices and documents
- View building & neighborhood events and classes
- Leave front desk instructions (including guest authorizations and "away" postings)
- View staff directory
- Receive notifications for packages deliveries, notices, and announcements
- Access to Tenant Bulletin Board: Post & view local recommendations/items for sale
- Available on the App Store and Google Play Store for easy access on iPhone and Android devices.

SIGN-UP INSTRUCTIONS

- You will receive an email with your "log-in" letter, providing you a username and password for Building Link. If don't receive this email within 48hrs of lease start date, please contact the front desk for your log-in at (718) 606-9947.
- Go to 4705center.com and use the log-in information provided.
- That's it, you're in! Follow the on-screen tour of Building Link's features and functions.
- For technical help using the website, call 877-501-7117 or go to buildinglinkhelp.com.

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MAINTENANCE REQUESTS

4705 Center Blvd. utilizes Yardi Rent Café for submitting and tracking service requests.

SIGN-UP INSTRUCTIONS

- If using a desktop, go to RentCafe | Resident Services OR download the RentCafe Resident App.
- Enter the email address used to sign your lease or lease renewal and hit send verification code.
- That's it, you're in!

SUBMITTING A REQUEST

- Click on "Submit Request".
- Select "Maintenance Request" from the options.
- Complete the required fields with details about the maintenance issue.
- Click "Submit" to send the request.

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VACATE PROCEDURE

Your lease is expiring soon, and our leasing agents will begin to show your apartment to potential renters during office hours. To schedule you move out-date and inspection you can contact the front desk at (718) 606-9947.

To avoid incurring additional charges please follow the vacate procedures below:

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1. **PAYMENT OF LAST MONTH'S RENT:** Full payment of the last month's rent is required. Security deposit cannot be used toward payment of last month's rent.
2. **CANCEL ALL AUTOMATIC RENT PAYMENTS AND UTILITY SERVICES:** Cancel all automatic rent payments either through your banking institution or through Bilt, prior to your move out date. Don't forget about your phone, cable, gas, and electric services!
3. **SCHEDULE PRE-INSPECTION (RECOMMENDED):** 2 weeks before the end of your lease, you have a 7-day period where you can schedule a pre-inspection to assess any damages. This gives you the opportunity to cure any damages before your final vacate inspection to avoid deductions from your security deposit.
4. **SCHEDULE THE MOVE-OUT DATE WITH THE FRONT DESK:** To ensure the availability of the elevator, you must schedule the move-out date with the front desk at least two weeks in advance.
5. **VACATE DATE/ KEY RETURN:** You must vacate your apartment and turn in all sets of your apartment keys, top and bottom locks, mailbox keys and key fobs to the front desk on or before the day your lease expires. **You will INCUR RENT CHARGES for each day until all keys are returned.**
6. **APARTMENT CONDITION:** Except for normal wear and tear, the apartment must be left broom swept condition.
7. **SECURITY RETURN:** All leaseholders must provide a forwarding address OR bank information on the form provided on page 2. Additional forms can be found at the front desk. If you fulfill all your financial obligations and return the apartment to satisfactory condition, your security deposit will be sent to you within 14 days. If you do not receive your check within a reasonable time frame, please contact Jerry Young at Jerry.Young@rockrose.com or (212) 847-3765.

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VACATE

IN ORDER TO RECEIVE YOUR **SECURITY DEPOSIT REFUND** PLEASE FILL OUT THE BELOW:

VACATE DATE: _____ APARTMENT: _____ STORAGE UNIT: _____

ALL LEASEHOLDER NAMES AND FORWARDING ADDRESS OR ELECTRONIC PAYMENT INFORMATION:

(Security deposits will be mailed to this address or sent via EFT payment)

	(TENANT #1)	(TENANT #2)	(TENANT#3)
NAME:	_____	_____	_____
BANK:	_____	_____	_____
ROUT. #:	_____	_____	_____
ACCT. #:	_____	_____	_____
	_____	_____	_____

MOBILE NUMBER:

_____ _____ _____

E-MAIL ADDRESS:

_____ _____ _____

SIGNATURES OF TENANT(S) RELEASING APATMENT

_____ _____ _____

DATE OF KEY RETURN: _____ MANAGEMENT SIGNATURE: _____

I hereby surrender the keys. In doing so, I am relinquishing occupancy of the apartment on behalf of myself and all occupants in this apartment and any of the contents that may be contained. I don't hold the landlord or landlord's agent responsible for any items which may left behind in said apartment.